

HRAdmin2

TIMS



Employees



Posts



Salary
Grades



Facilities

HRAdmin2

Version 4.3.1

User Manual



Partnership for Reviving Routine
Immunisation in Northern Nigeria;
Maternal Newborn and Child Health Initiative

www.prrinn-mnch.org

Acknowledgement

Human resource management is key to providing quality health care services. The understanding of the dynamics and management of human resources is the bedrock around which service delivery revolves.

The PRRINN-MNCH programme has over the last 7 years been actively involved in several ways to solve the challenges of managing human resources in the 4 states of its operations (Jigawa, Katsina, Yobe and Zamfara). This manual is one of the modest efforts by the programme to support states to address the challenges of human resource management.

In the course of its work, the programme realised that human resource management, as a distinct work stream, has been lumped together with personnel management. This has led to the neglect of key human resources activities and its attendant effect of overall performance and management of human resources. This manual therefore provides key managers with the basic step-by-step process of managing human resources.

During the development of this manual, several individuals have contributed to this final document. I would like to acknowledge the contribution of the Consultants led by Michael Siebert; State Teams under the leadership of the STMs; State Stakeholders led by Permanent Secretaries and Office of the Head of Service in Jigawa, Katsina, Yobe and Zamfara States. The Directors of Personnel Management and members of the respective states Human Resources for Health Coordinating Committees have all played significant role in refining this document and its adoption by the states. Also worthy of mention is the Programme's HR LECs who have been responsible for the day-to-day follow up in the development of the manual.

It is my hope and prayers that Human Resources Units of the respective states SMOH and other agencies will utilise this document to improve the quality of their work.

I would also like to acknowledge the funding for this document by UK and Norwegian Government through DFID.

Dr Ahmad Abdulwahab

National Programme Manager

PRRINN-MNCH

Human Resources Administrator Software Manual

Foreword

This manual supports the use of HRAdmin2 software for effective management and administration of human resources.

HRAdmin2 is part of various Human Resources package management tools, developed by Health Partners Southern Africa and Health Partners International.

These tools were developed for health planners and managers to plan and manage human resources effectively, within the health system as a whole and within individual health facilities. It can help solve some of the acute problems from the current shortage in skilled, motivated health workers. HRSoftware is adapted to the specific needs of each project and country and for Nigeria already incorporates national affordability guidelines and principles of management decentralisation

There are two main HR tool groups, which can be used together or separately: Human Resources Planning and Human Resources Administration. HRAdmin is part of the second group revolving around Human Resource administration.

This manual was revised by PRRINN-MNCH in northern Nigeria, the Partnership for Reviving Routine Immunisation in Northern Nigeria–Maternal Newborn and Child Health programme funded by the UK Government and State Department of the Norwegian Government for the benefit of the Nigerian people. Many staff and officials in the states where PRRINN-MNCH works and team members of PRRINN-MNCH have helped to develop adapt this manual – their contributions are gratefully acknowledged.

PRRINN-MNCH works with federal, state and local governments and local communities to improve the quality and availability of maternal, newborn and child health care.

This HRAdmin Software Manual does not necessarily reflect the views or policies of the UK, Norwegian or Nigerian Governments, or any of the state governments with which we work. However we hope it will provide useful, practical assistance and guidance for human resources managers in their work.

Bryan Haddon

Chair, Health Partners International, UK

February 2014

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1. Overview of HRAdmin2

Welcome to HRAdmin2 user manual.

The effective management of human resources for health hinges on the availability of timely, accessible, and relevant information. A management system on human resources or human resource information system (HRIS) improves the decision-making capability of research managers as it captures the following aspects of human resources: personal details, post details, salary details, tracking, deployment, training plans and monitoring career development etc. The primary focus of an HRIS is to assist managers in ensuring that the goals and objectives of the state health systems are met. Data on current staff; MoH, MoLG, PHCA, SHMB etc. is generated, collected, organized, combined, processed, and reported in ways that inform managers about the status of human resources in their organization. HRIS is a stand-alone system of current human resources in health. It is primarily designed to effectively collect, systematize, process and retrieve relevant and updated information pertaining to human resources in health. The system will pave the way for improved planning, implementation, monitoring, and evaluation of human resource development. The system aims to:

1. Collect and maintain an up-to-date inventory of human resources in the health;
2. Provide relevant information to both national, state and regional level management for an effective human resources policy and program formulation;
3. Provide a tool in studying the utilization and distribution of available manpower resources in the health by geographical area or department and come up with recommendations to improve the situation when necessary;
4. Assist in the appraisal of staffing requirements/needs to formulate the human resource development program.

HRAdmin 2 – User Manual

This manual is designed to ensure that end-users can operate the HRAdmin2 system without technical inputs or assistance. The key to successful utilisation of the system is to fully understand its design, its structure and its utilities. To enable you to utilise the HRAdmin2 effectively you need to:

1. Complete HRAdmin2 training course - practical and theoretical
2. Study the HRAdmin2 procedure manual
3. Study the HRAdmin2 user manual
4. Practice, practice, practice

There are fundamental principles in the utilisation of any HR system. The most important principle is the "garbage in = garbage out" principal. If this HRAdmin2 is not maintained well e.g. if employee details, transfers, movements etc, are not updated on a monthly basis, the reporting from the system will be inaccurate. This will result in miss-informed decision making.

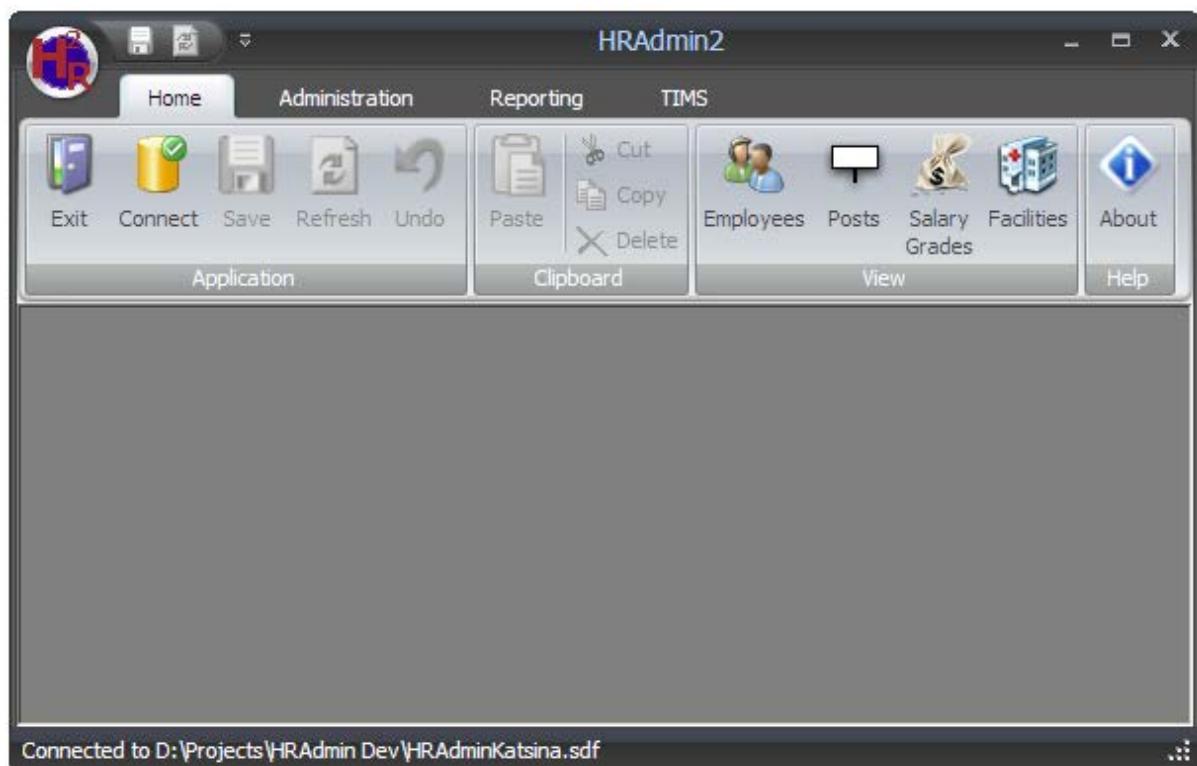
2. HRAdmin2 User Interface Window

The HRAdmin2 user interface screen is designed with tabs and selection buttons. The four main tabs are "Home", "Administration", "Reporting" and TIMS and are situated at the top of the screen.

The Home tab is divided into 4 main blocks "Application", "Clipboard", "View" and "Help". These blocks are below the three main tabs. Depending on which selection you make, these blocks will change into a more detailed group of buttons for section groups related to your selection.

At the bottom of the screen it tells you to which database you are connected to. Make sure that you are connected to the correct database. If not call your administrator.

See Screen clipping 1: HRAdmin2 Interface Window, below.



Screen clipping 1: HRAdmin2 User Interface Window

3. Starting HRAdmin2

3.1 Logon Steps

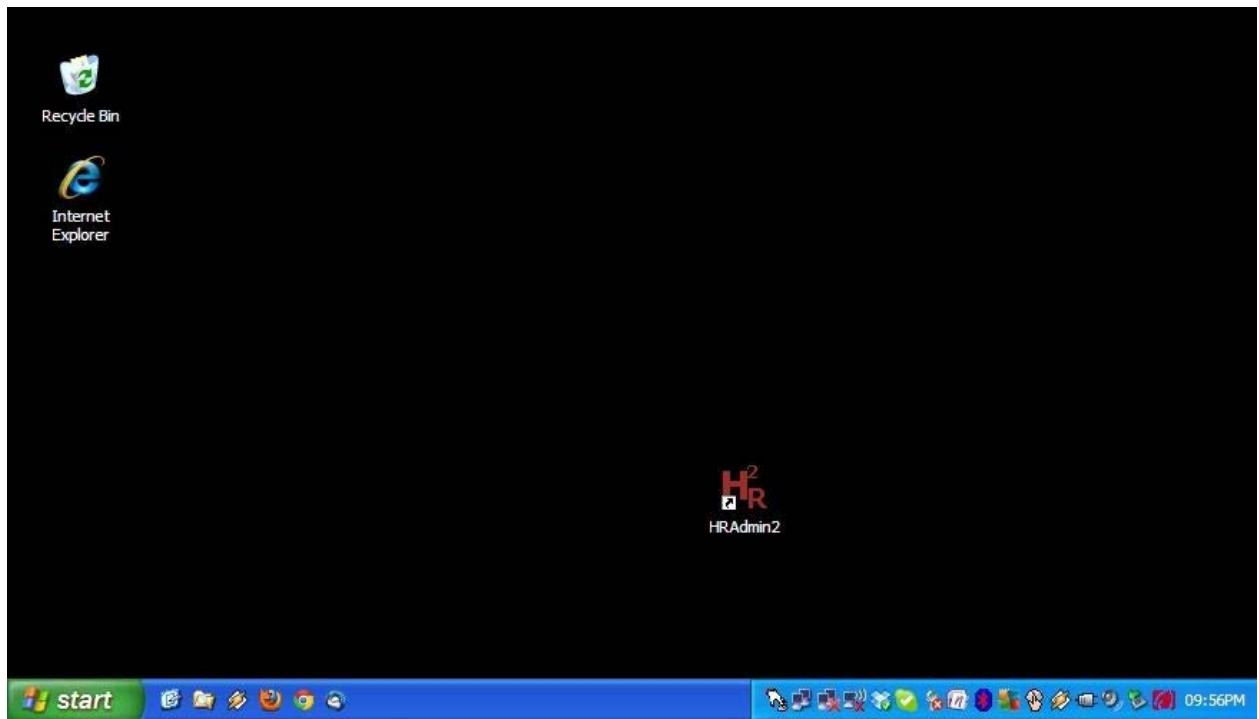
Step 1:

To start the HRAdmin database application we have to look for the icon on our computer desktop screen. To start the program you have to hold the mouse over the HRAdmin icon and double left click it with your mouse as illustrated in screen clipping 1.

To start the HRAdmin2, double click on the HRAdmin2 icon which is situated on your desktop screen:



HRAdmin2 icon

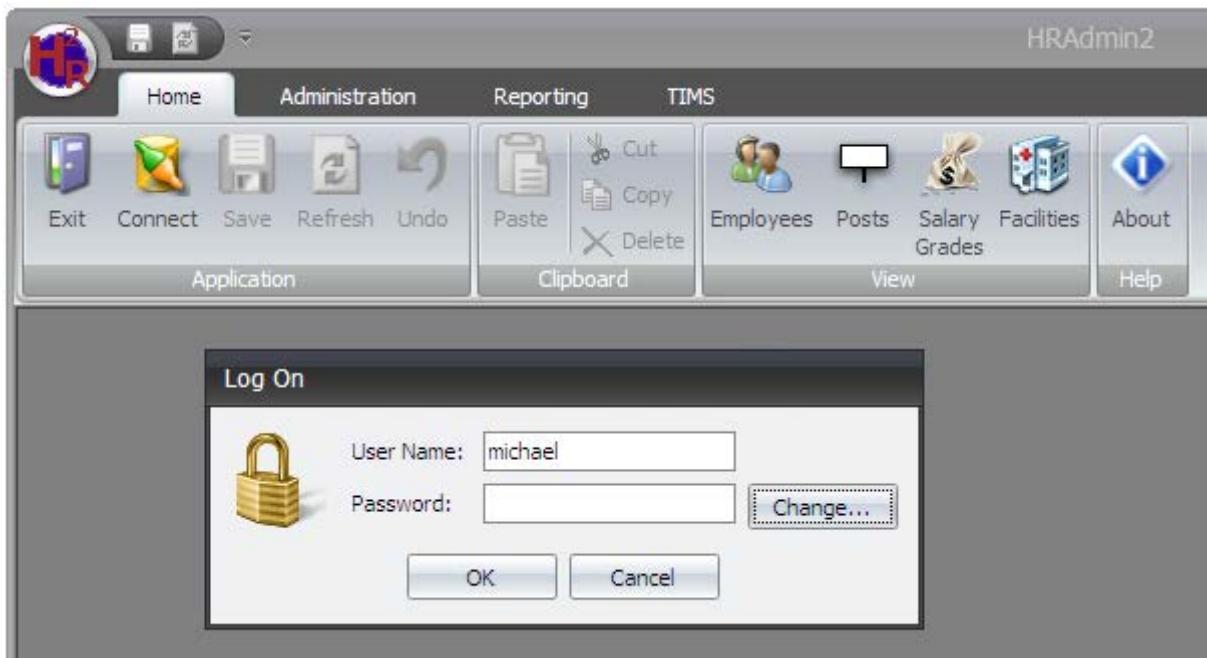


Screen clipping 1: Starting the HRAdmin database application

HRAdmin2 will open with the Logon window requesting "Username" and "Password"

Step 2:

The HRAdmin database application will now start and a new window will appear asking you to enter a username and password. See screen clipping 2. Take note in the screen clipping below that the username is automatically highlighted. If this is not your username, type your username in the "Username" block.



Screen clipping 2: Step 2: Starting the HRAdmin2 database application

Step 3:

Enter your password by holding your mouse over the password data field and left clicking once with your mouse. Notice in screen clipping 3 below that your mouse cursor is now in the password data field. Type your password and once done click on the "OK" button just below the password data field with a single left click of your mouse button.



Screen clipping 3: Step 3: Starting the HRAdmin2 database application

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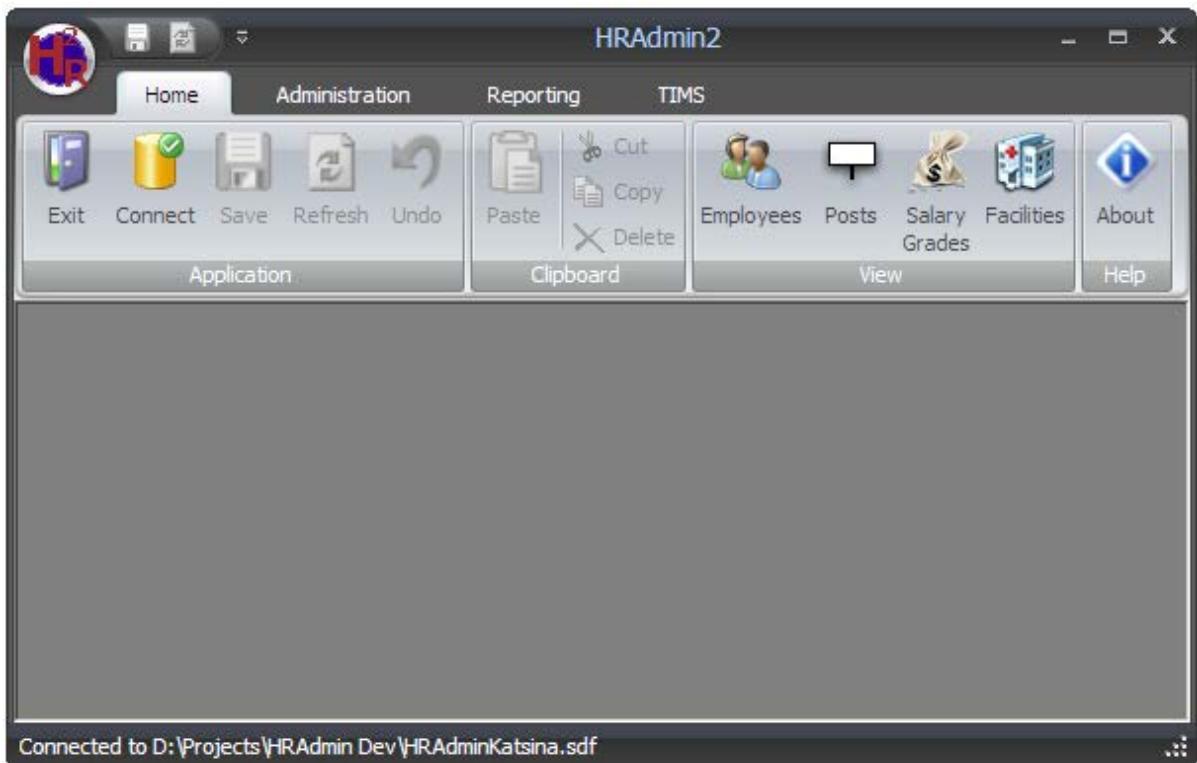
Should you enter a wrong password, you will see the following error message in screen clipping 4 below.



Screen clipping4: Step 3 Invalid password

Step 4:

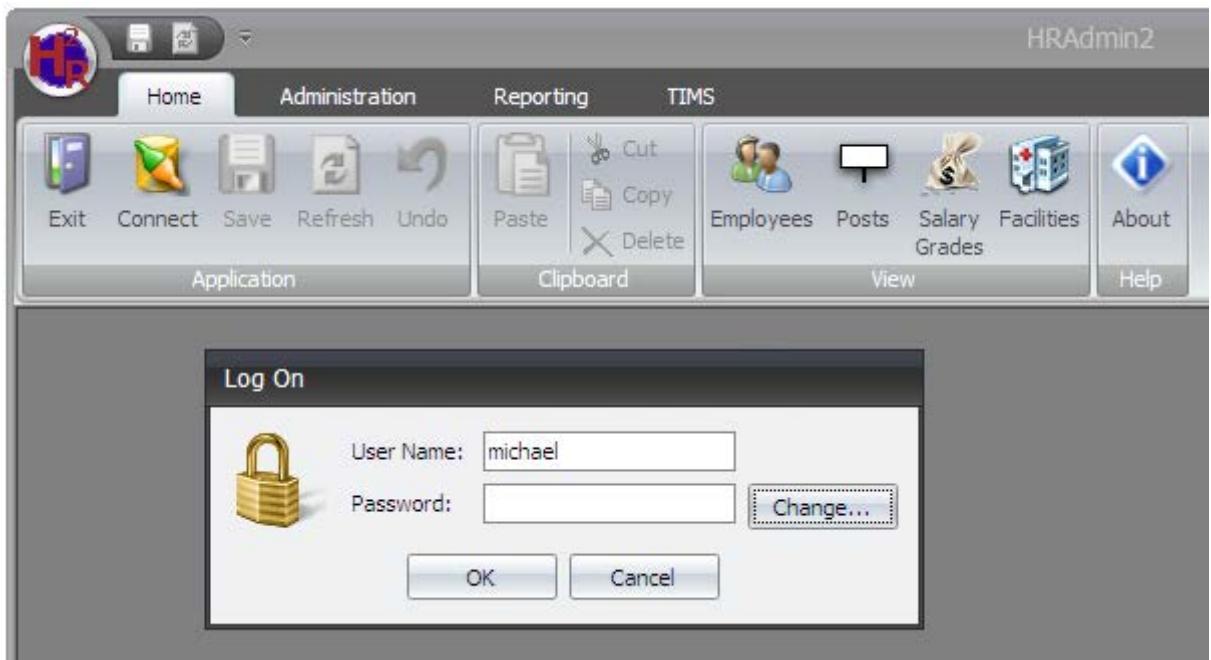
Once the HRAdmin program is running and ready to be used you will notice the "Connected" message the left bottom corner. See screen clipping 5 below. Your HRAdmin database program is now ready to be used.



Screen clipping 5: Step 4 Starting the HRAdmin database application

3.2 Changing the HRAdmin User Password

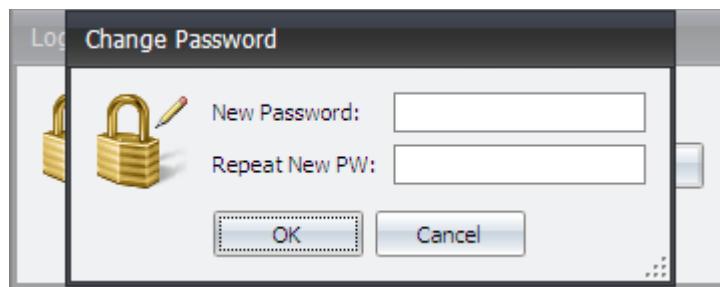
Changing the HRAdmin user password is done from the Log On screen that appears when HRAdmin2 is started.



Screen clipping 6: Changing the HRAdmin User Password

Step 1:

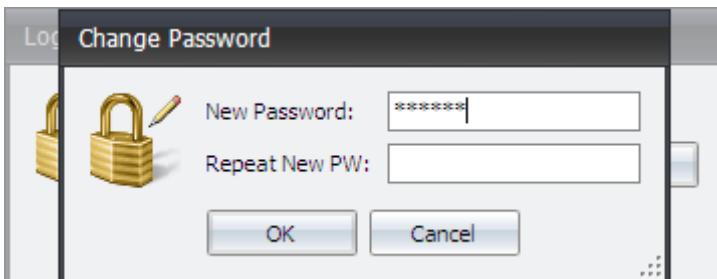
Left click once with your mouse on the "Change" button in the "Log on" menu. A new menu will appear titled "Change password". See screen clipping 7 below.



Screen clipping 7: Step 1 Changing the HRAdmin User Password

Step 2:

Hold your mouse over the "New Password" data field and click once with a single left click of your mouse. Once your cursor appears in the "New password" data field, type your new password. Once you have typed the new password you will notice the password is written as several stars. See screen clipping 8 below.

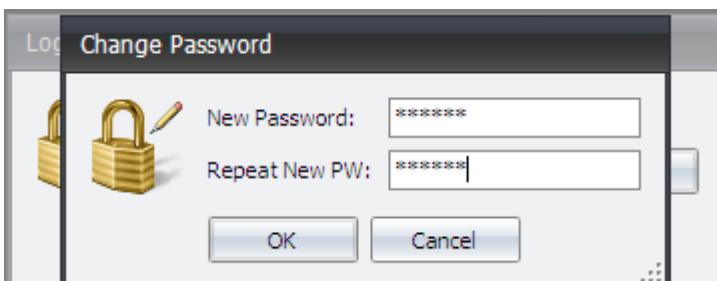


Screen clipping 8: Step 2 Changing the HRAdmin User Password

Step 3:

Now hold your mouse over the "Repeat New PW" data field and click once with a single left click of your mouse. Once your cursor appears in the "Repeat new PW" data field, type your new password again. Once you have re-typed the new password you will notice this password is also written as several stars. See screen clipping 9 below.

You now have to click on the "OK" button with a single click of your left mouse button.



Screen clipping 9: Step 3 Changing the HRAdmin User Password

Note: The password must be at least 6 characters long.

Step 4:

You should now look at your "Log on" menu again. See screen clipping 7 below. Hold your mouse over the "Password" data field and click in it once with a single click of your left mouse button. Once your cursor flashes in the "Password" data field, type the new password in and click on the "Ok" button with a single click of your left mouse button.

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Screen clipping 10: Step 4 Changing the HRAdmin User Password

3.3 Selecting and Connecting to a Database

On installation your administrator will load and open the correct HRIS database. If this was not done, follow the steps below to ensure that you are working on the correct HRIS database:

Step 1:

Click on the "Connect" icon in the "Application" group. This will open a window with the heading "Connect to Sql Ce Database".

Step 2:

In this window click on the folder icon next to the "File:C:\.....". This will open your normal windows explorer with the window heading "Open Database File". Go to the folder where the HRIS database was saved select your HRIS database by clicking on it once.

Step 3:

Click on "Open" at the bottom of that window. You will be diverted back to the window with the heading "Connect to Sql Ce Database".

Step 4:

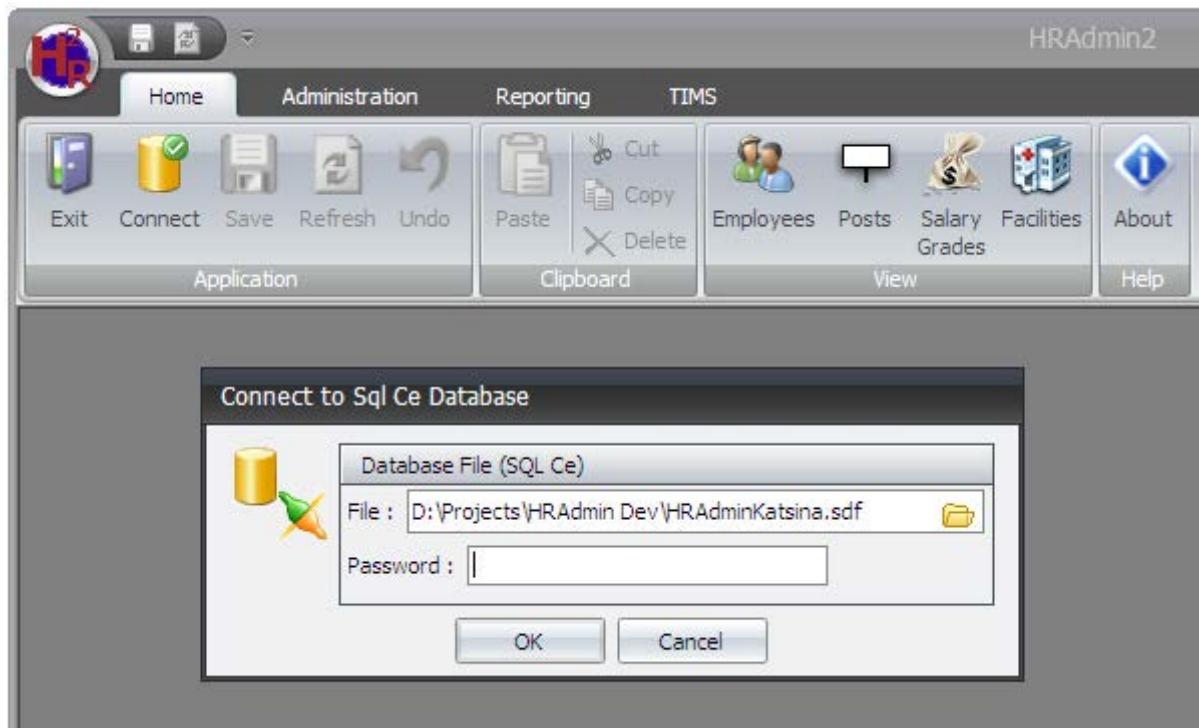
Click in the block next to "Password" and type in the database password. Your administrator should have this password.

Step 5:

After you have entered your password click "OK". This will divert you back to the logon window where you will have to logon again.

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You can follow steps 1 to 5 in Screen clipping 11 below.

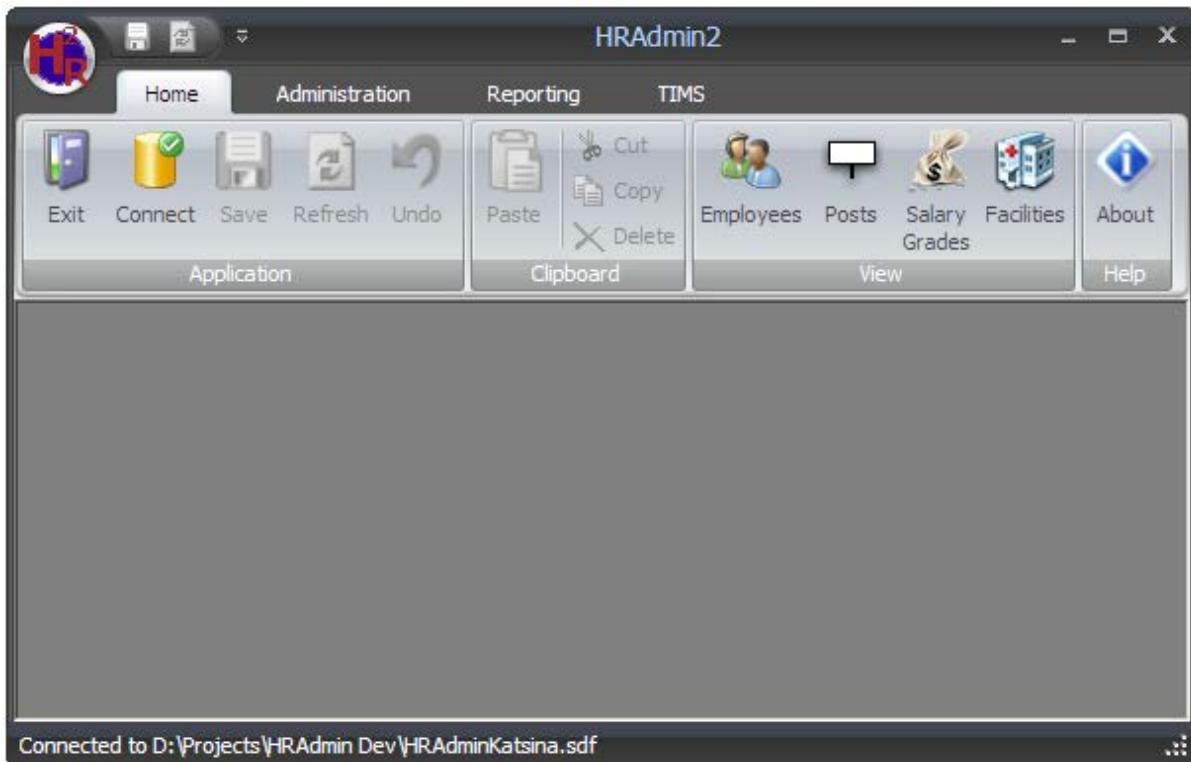


Screen clipping 11: Selecting and Connecting to a Database

Step 6:

You will now be connected to the HRAdmin database, to confirm this look at the left bottom message which states that you are connected.

See screen clipping 12 below.



Screen clipping 12: Step 6 Selecting and Connecting to a Database

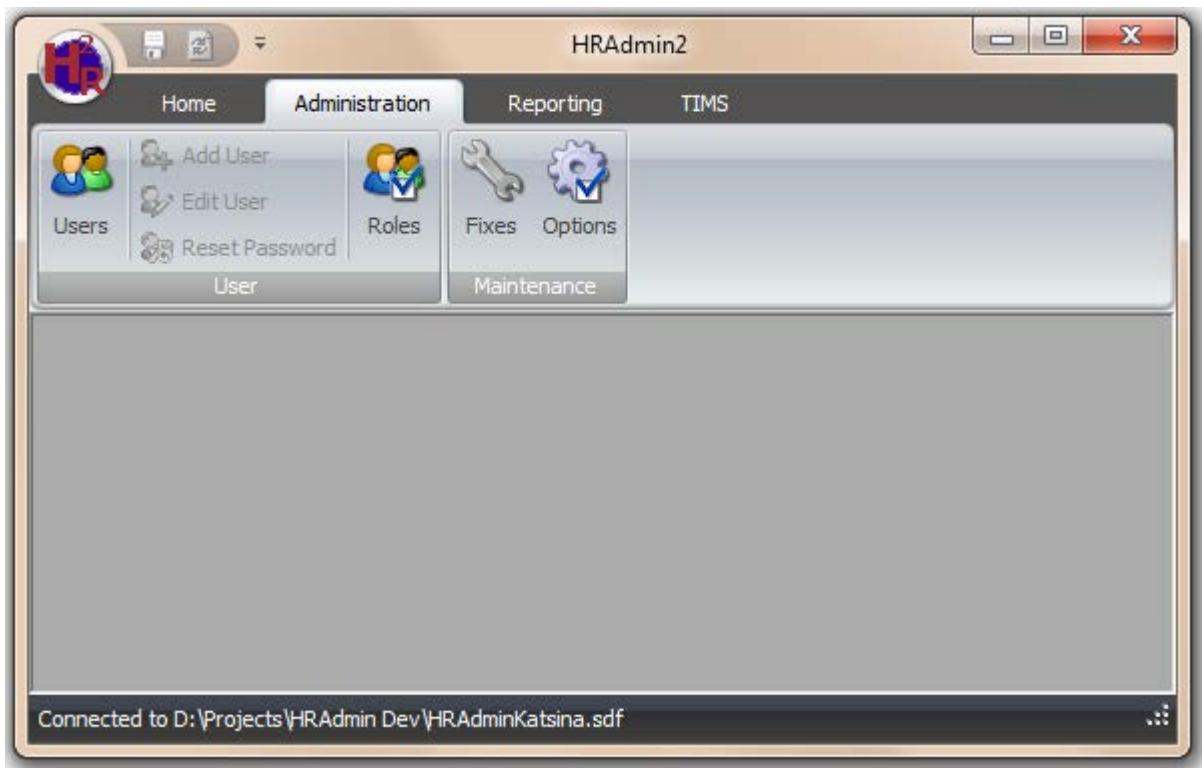
You are now ready to start using the HRAdmin2 for data entry, data maintenance and reporting.

3.4 Adding Users to the HRAdmin system (Managers)

To "Add" or "Edit" Users the logged in person needs to be a Manager or an Administrator of the System

Step 1:

To edit the "Users" we have to start by looking at our main window. Make sure the "Administration" tab is selected by clicking it once with a single left click of the mouse. See screen clipping 1 below.



Screen clipping 1: Step 1 Adding Users to the HRAdmin system

Step 2:

Hold your mouse cursor over the "Users" icon in the "User" console and click on it once with a single left mouse click. A window with a list of user names will appear. See screen clipping 2 below.

The screenshot shows the HRAdmin 2 User Module. At the top, there is a navigation bar with tabs: Home, Administration, Reporting, and TIMS. Under the Administration tab, there is a sub-menu with icons for Add User, Edit User, and Reset Password. Below this, there are two main sections: User and Maintenance. The User section contains a table with columns: User Name, First Name, Last Name, Last Changed, Last Logon, and Active. The table lists five users: Test, michael, kobush, Administrator, and pete. The 'Test' row is currently selected, with its entire row highlighted in blue. The 'Active' column for 'Test' has an unchecked checkbox. The other four users have checked checkboxes in their 'Active' columns.

User Name	First Name	Last Name	Last Changed	Last Logon	Active
Test	Tester	Testing	23/12/2009	23/12/2009	<input type="checkbox"/>
michael	Michael	Siebert	16/03/2011	11/06/2011	<input checked="" type="checkbox"/>
kobush	Kobus	Herbst	15/03/2011	15/03/2011	<input checked="" type="checkbox"/>
Administrator	System	Administrator	01/01/1900	29/03/2009	<input checked="" type="checkbox"/>
pete	Pieter	Nellmapius	10/06/2011	10/06/2011	<input checked="" type="checkbox"/>

Screen clipping 2: Step 2 Adding Users to the HRAdmin system

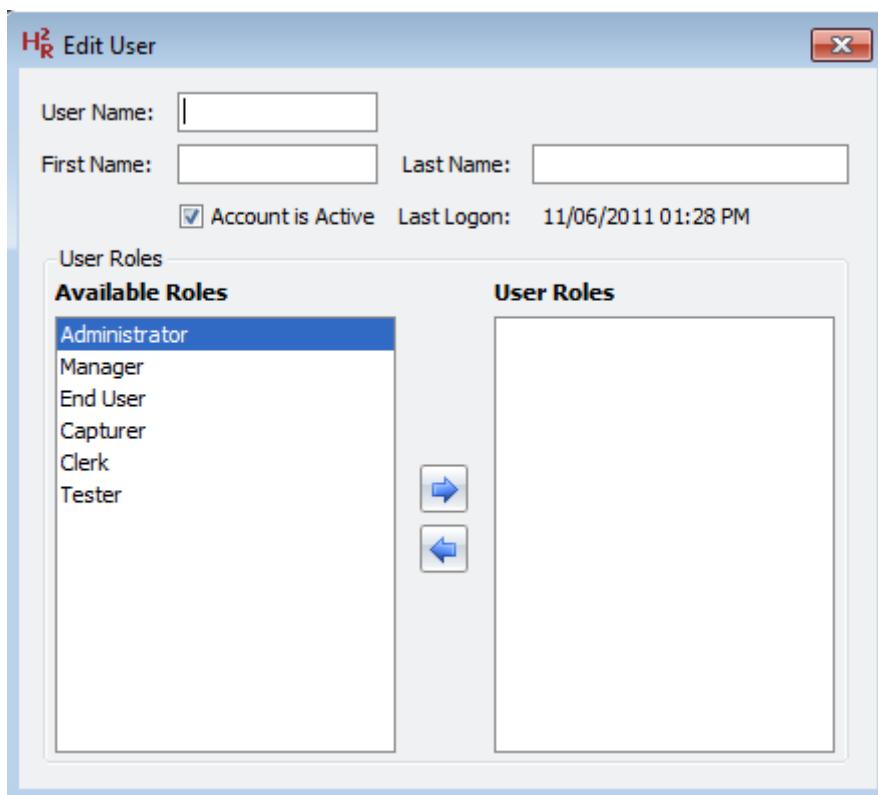
Step 3:

Hold your mouse cursor over the "Add User" icon in the "User" console and click on it once with a single left mouse click. See screen clipping 3 below.

The screenshot shows the HRAdmin 2 User Module. It is similar to the previous one, but the 'Add User' icon in the User sub-menu is highlighted with a yellow background. The rest of the interface is identical to the previous screenshot.

Screen clipping 3: Step 3 Adding Users to the HRAdmin system

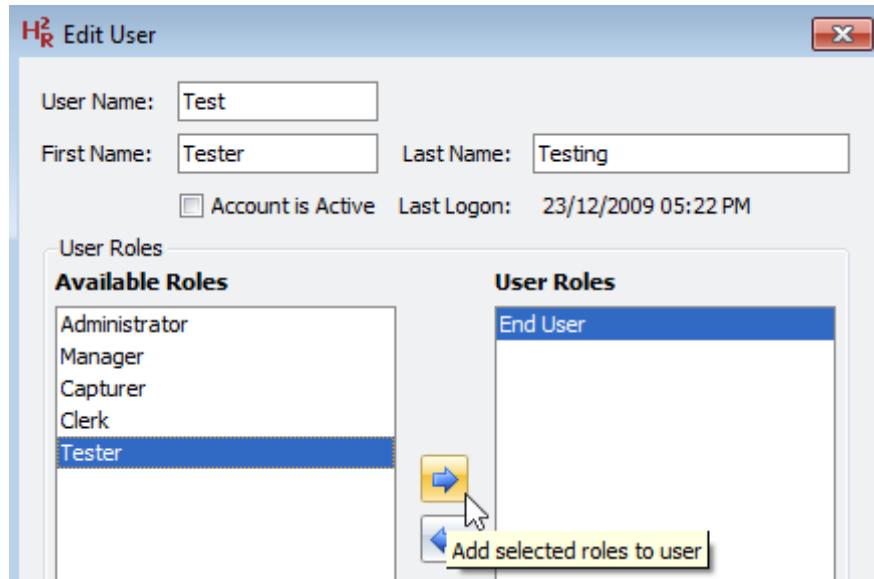
A window with a new blank user will appear. See screen clipping 4 below.



Screen clipping 4: Step 3 Adding Users to the HRAdmin system

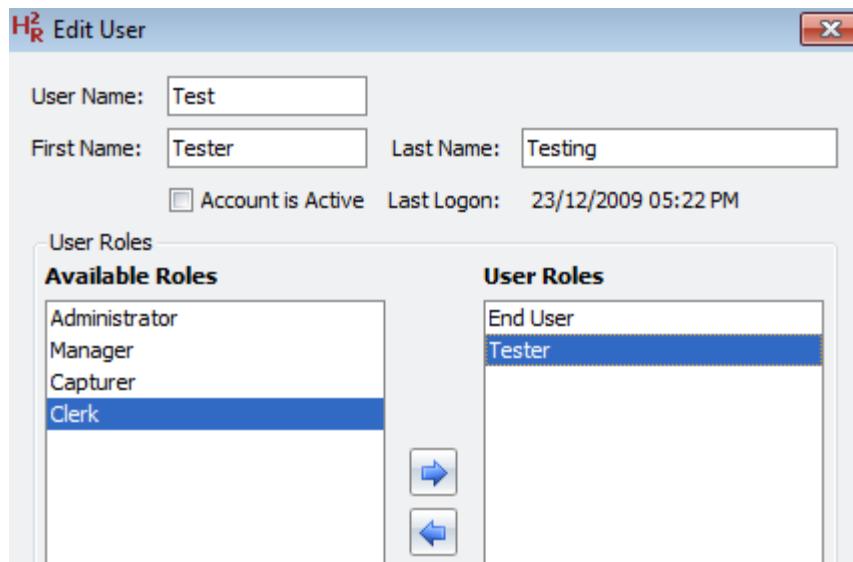
Step 4:

The User name fields can now be filled out and then “User Roles” must be assigned to the new user by selecting the Available Role needed and pressing the Right facing arrow. See screen clipping 5 below.



Screen clipping 5: Step 4 Adding Users to the HRAdmin system

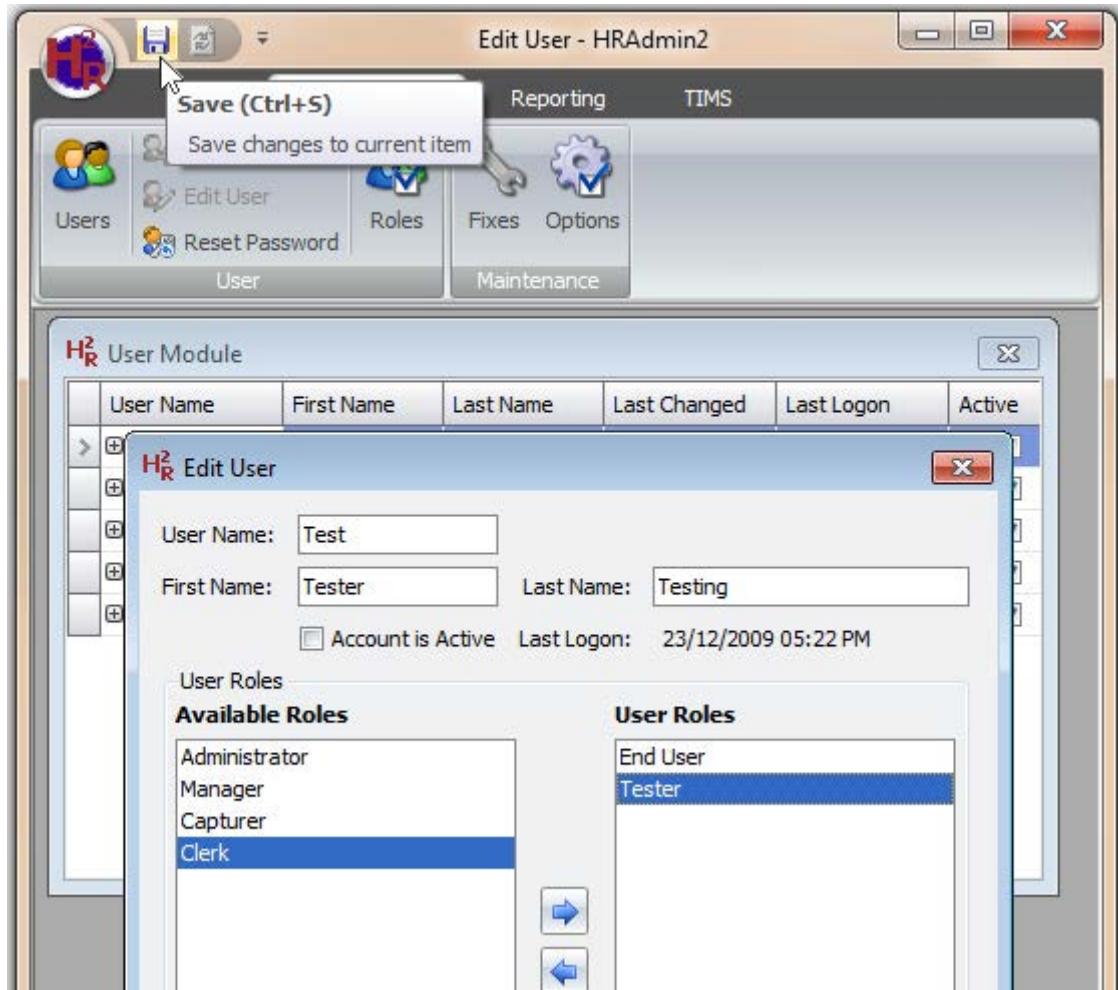
The result is shown in screen Clipping 6 below.



Screen clipping 6: Step 4 Adding Users to the HRAdmin system

Step 5:

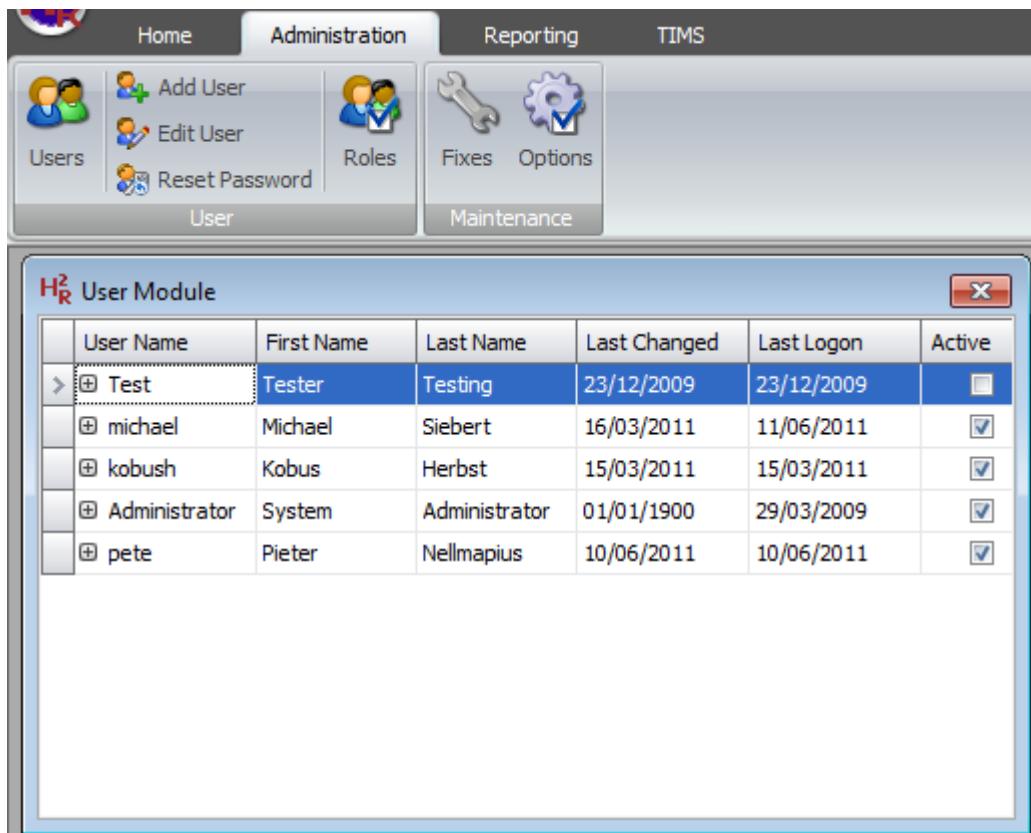
The User can now be saved by clicking the icon at the top left of the main window as shown in screen clipping 7 below.



Screen clipping 7: Step 5 Adding Users to the HRAdmin system

Step 6:

The Edit User window can now be closed by holding your mouse over the X at the top right corner of the “Edit User” window and clicking it once with a single left click of the mouse. This will hide the “Edit User” window. See screen clipping 8 below.



Screen clipping 8: Step 6 Adding Users to the HRAdmin system

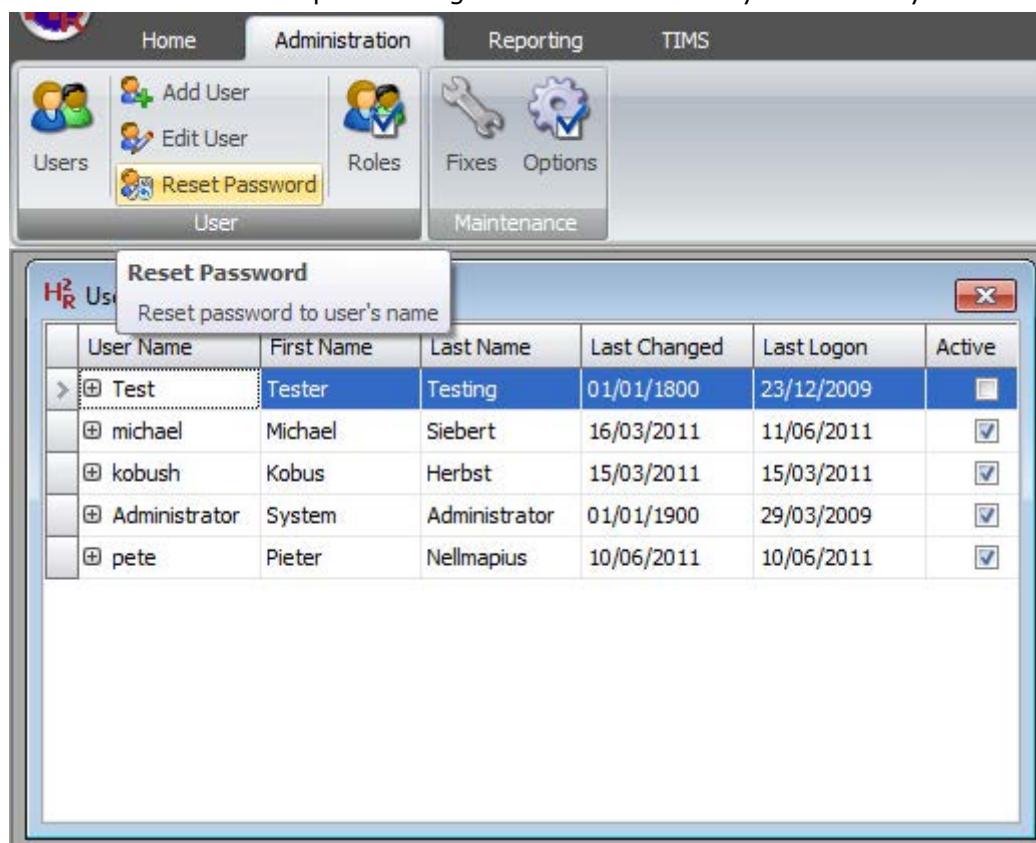
Step 7:

The last thing to do with the new user is reset the Users password by holding your mouse over the "Reset Password" icon in the "User" console and click on it once with a single left mouse click. See screen clipping 9 below.

The User's Password will now be set to the same as the User's name. In our example it will be set to "Test"

See screen clipping 9 below.

Note: Make sure you have selected the correct User before clicking on the "Reset Password" icon as the password gets reset immediately without any confirmation.



Screen clipping 9: Step 7 Adding Users to the HRAdmin system

3.5 Import Database

To Import a database into the master database this option can be used. This at present is very tricky so must be done by expert users only.

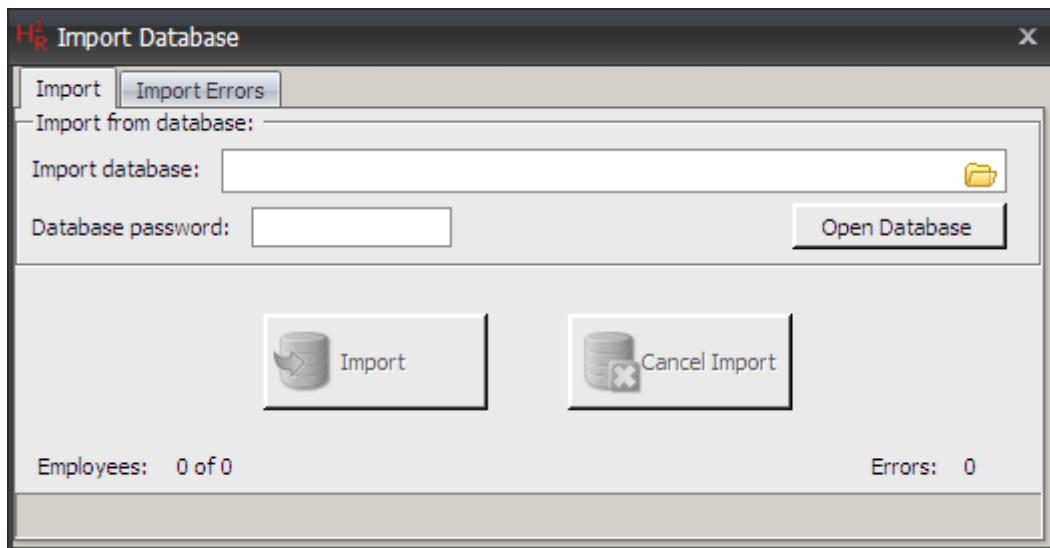
Step 1

Select the Administration tab and then click the Import Database Icon. See clipping 1 below.



Screen clipping 1: Step 1 Import Database

This will show the Import Database screen as shown in screen clipping 2 below.



Screen clipping 2: Step 1 Import Database

Step 2

In this window click on the folder icon to the right of the white space which is right of "Import Database". This will open your normal windows explorer with the window heading "Open Database to Import". Go to the folder where the HRIS database was saved select your HRIS database by clicking on it once. See screen clipping 2 above.

Step 3:

Click in the block next to "Database Password" and type in the database password. Your administrator should have this password. See screen clipping 2 above.

Step 4:

After you have entered your password click the "Open Database" button. This will open up the database and if successful the "Import Button" will be enabled. See screen clipping 2 above. See screen clipping 2 above.

The data from the just opened database will now be imported into the master database that is open.

Any errors will be reported and this is where the advanced user is needed to solve the errors indicated.

4. Employee Data Administration

4.1 Finding an employee on the database

Step 1:

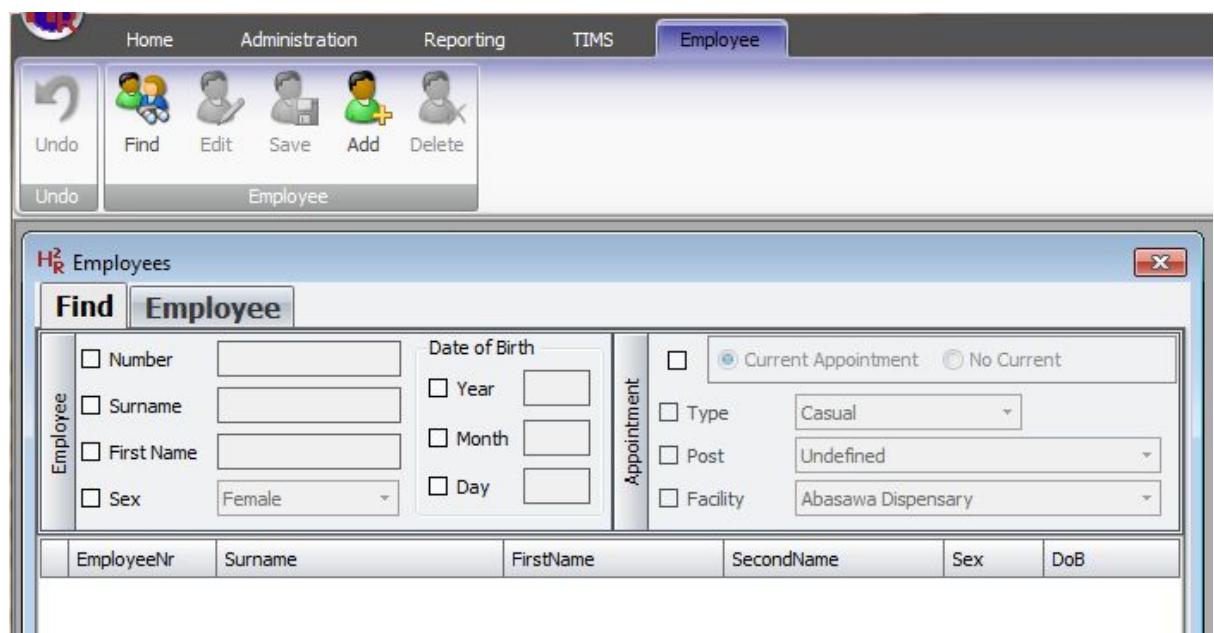
Take the following steps to find our employee in our database. First we have to click on the "Employees" icon in the "View" console with one left click of the mouse button. See screen clipping 1.



Screen clipping 1: Step 1 Finding an employee on the database

Step 2:

Once we have followed step 1 the "Employees" window will open. it has 2 tab headings; "Find" and "Employee". You have to ensure that you are looking at the "Find" window. See screen clipping 2.



Screen clipping 2: Step 2 Finding an employee on the database

Any of the following Criteria can be used to find our employee.

1. Employee Number
2. Surname
3. First Name
4. Sex
5. Year, month or day of birth

We can also filter the employees by the following appointment criteria

1. A current Appointment or someone who has not yet been appointed to a post
2. Appointment Type
3. Post
4. Facility

Step 3:

The example described below is one way of finding an employee.

In order to find our employee on the database we are going to enter the employees name in the 3rd box from the top. This box is called "First name". Hold your mouse over the white square just before the title "First name" and left click over the white block. The grey box to the right of "First name" will now turn white and the cursor will automatically start flashing in this white box. We can now type our employees name in this box. See screen clipping 3. To start the search process press the "Enter" button on the keyboard once or click the Find button as shown in the screen clipping below.



Once the computer has found all the employees on the database with the name you have entered, they will be displayed at the bottom half of the screen.

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H²R Employees

Find Employee

Employee	<input type="checkbox"/> Number	<input type="text"/>	Date of Birth	<input type="checkbox"/> Year	<input type="text"/>	Appointment	<input type="checkbox"/> Current Appointment	<input checked="" type="radio"/> No Current
	<input type="checkbox"/> Surname	<input type="text"/>	<input type="checkbox"/> Month	<input type="text"/>	Type	Casual		
	<input checked="" type="checkbox"/> First Name	Abdul	<input type="checkbox"/> Day	<input type="text"/>	Post	Undefined		
	<input type="checkbox"/> Sex	Female			Facility	Abasawa Dispensary		

EmployeeNr	Surname	FirstName	SecondName	Sex	DoB
20004	Ahmed	Abdulhadi		Male	23/08/1978
20029	Danauta	Abdulkarim		Male	17/10/1964
20053	Badamasi	Abdulmumini		Male	09/02/1964
20150	Haru	Abdulsalam		Male	02/09/1962
20154	Musa	Abdulrahman		Male	05/05/1970

Screen clipping 3: Step 3 Finding an employee on the database

Step 4:

Select the Employee you want.

See screen clipping 4.

Employee	<input checked="" type="checkbox"/> First Name	Abdul	Date of Birth	<input type="checkbox"/> Month	<input type="text"/>	Appointment	<input type="checkbox"/> Post	Undefined
	<input type="checkbox"/> Sex	Female	<input type="checkbox"/> Day	<input type="text"/>	Facility	Abasawa Dispensary		

EmployeeNr	Surname	FirstName	SecondName	Sex
20004	Ahmed	Abdulhadi		Male
20029	Danauta	Abdulkarim		Male
20053	Badamasi	Abdulmumini		Male
20150	Haru	Abdulsalam		Male
20154	Musa	Abdulrahman		Male

Screen clipping 4: Step 4 Selection an employee from the list

Step 5:

The last step is to click on the "Employee" tab once with the left mouse button to start working with data relating to your employee. See screen clipping 5.

Screen clipping 5: Step 5 Finding an employee on the database

After you have changed, added or removed data from this employee and now wish to work on another employee's profile, you have to hold your mouse over the "Find" tab and left click it once with your left mouse button. You will find yourself back at the original window where you found your first employee.

Remember to clear any fields you used to search for your employee. In our case the name "Abdul" must be cleared.

4.2 Adding a new employee

Step 1:

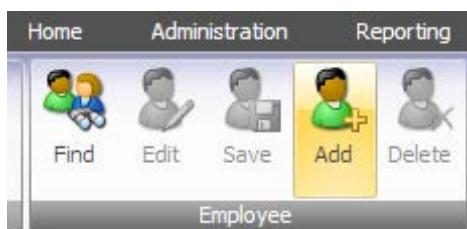
Looking at the main console, select the "Employees" icon within the "View" console by left clicking it once with your mouse. See screen clipping 1.



Screen clipping 1: Step 1 Adding a new employee

Step 2:

When the new window opens, select the "Add" icon within the "Employee" console at the top left of the screen by left clicking it once with your mouse. See screen clipping 2.



Screen clipping 2: Step 2 Adding a new employee

Step 3:

The new window that has just opened is divided into 2 screens. We have to enter all the relevant data into the top half first. See screen clipping 3. Should a data field be left blank where data is required, a little yellow triangle with a red exclamation mark will appear. As an example, the employee created has had his first name left out. See screen clipping 4. This data field is mandatory and must be added.

Note: It is very important to enter the correct “First Name” and “Surname” here. This is to ensure that the correct person can be found when searching for an employee.

HRAdmin 2 – User Manual

Employee

Add
Add a new employee record

Employee

Personal Subhead Number (PSN): [] Employee Nr: 0

Title: [] First Name: [] Second Name: [] Initials: []

Surname: [] Sex: Unknown DoB: []

Nationality: Nigerian Languages: Hausa Current Promotion Date: []

Disabled Disability: []

Open File Number: [] First Appointment Date: []

Phone Number: [] Original LGA: [EditValue is null]

Notes: []

Placement

Previous Post: [] Previous Salary Grade: []

Facility Choice1: [] Post Option1: []

Facility Choice2: [] Post Option2: []

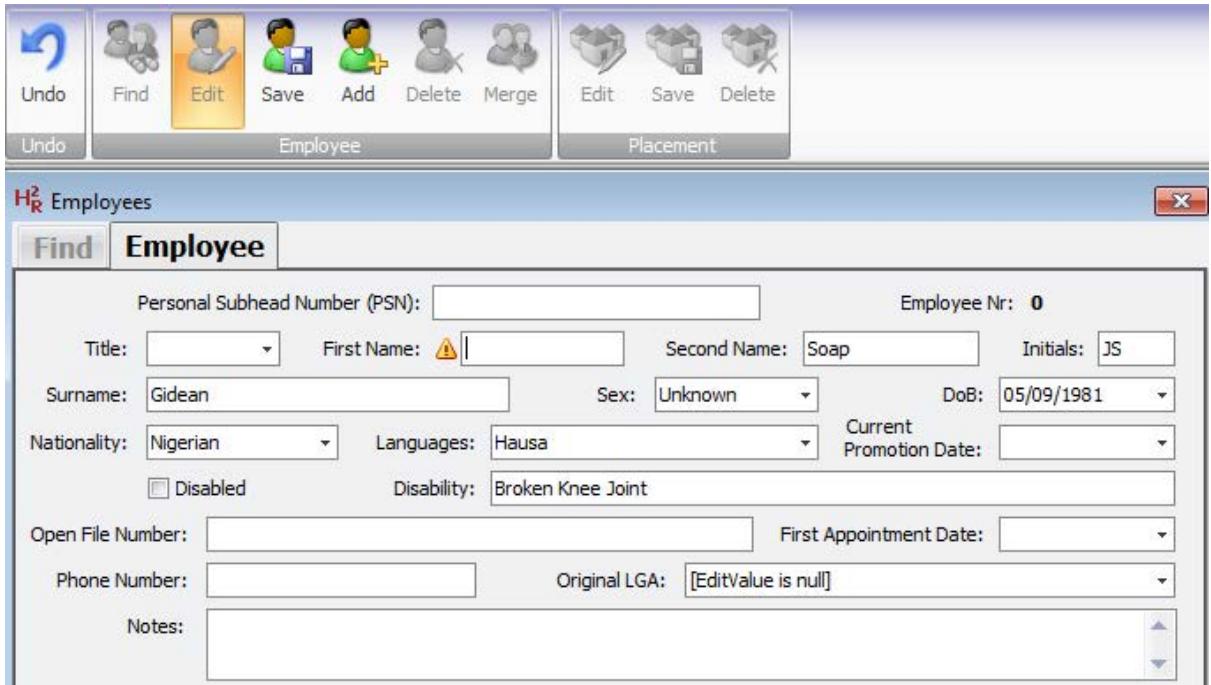
Facility Choice3: [] Post Option3: []

Redeployable Retrainable Post Convertible

Supervisor Subordinates: []

Screen clipping 3: Adding a new employee

HRAdmin 2 – User Manual

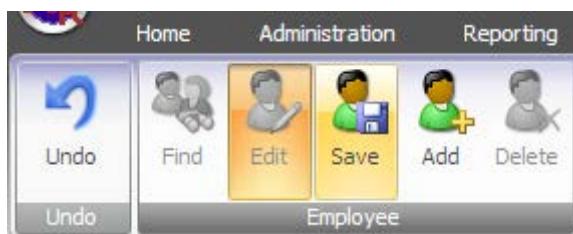


The screenshot shows the HRAdmin 2 software interface. At the top, there is a toolbar with icons for Undo, Find, Edit, Save, Add, Delete, and Merge. Below the toolbar, there are two tabs: 'Employee' and 'Placement'. The 'Employee' tab is selected. In the main window, there is a form titled 'Find Employee'. The form fields include: Personal Subhead Number (PSN) [empty], Employee Nr: 0; Title: [dropdown] [empty], First Name: [warning icon], Second Name: Soap, Initials: JS; Surname: Gidean, Sex: Unknown, DoB: 05/09/1981; Nationality: Nigerian, Languages: Hausa, Current Promotion Date: [dropdown]; Disabled: [unchecked], Disability: Broken Knee Joint; Open File Number: [empty], First Appointment Date: [dropdown]; Phone Number: [empty], Original LGA: [dropdown] [EditValue is null]; Notes: [text area].

Screen clipping 4: Step 3 Adding a new employee

Step 4:

Once all the information has entered, click on the "Save" tab within the "Employee" console by left clicking once with your mouse. See screen clipping 5.



Screen clipping 5: Step 4 Adding a new employee

Step 5:

Should you have left any important data fields blank that require data and attempt to save the employee or should you have entered the data incorrectly, you will experience the following error message, informing you where the data was incorrectly captured and what the fault currently is, allowing you to correct the captured data. See screen clipping 6.

The screenshot shows the 'Employee' add screen. The main form contains fields for Personal Subhead Number (PSN), Employee Nr (0), Title (dropdown), First Name (Joe), Second Name (Soap), Initials (JS), Surname (Gidean), Sex (Unknown dropdown), Nationality (Nigerian dropdown), Languages (Hausa dropdown), Current Promotion Date (dropdown), Open File Number, First Appointment Date (dropdown), Phone Number, and Original LGA (dropdown). A checkbox for 'Disabled' is checked, and the 'Disability' field contains 'Broken Knee Joint'. A validation error dialog box titled 'Validation Results' is displayed, showing a yellow warning icon and the message 'Disability : Disability cannot be specified if the employee is not disabled.' An 'OK' button is at the bottom of the dialog. At the bottom of the main screen, there are checkboxes for 'Redeployable', 'REUsable', 'Post Convertable', 'Supervisor', and 'Subordinates' (dropdown).

Screen clipping 6: Step 5 Adding a new employee

Step 6:

Click on "Ok" with the left mouse button and enter the required data in the required data field.

Step 7:

Once all the required data fields have been completed, click on the "Save" tab to save the data you have just captured.

Step 8:

Once you have clicked the "Save" icon the data fields will turn from white to grey and you will not be able to change the data anymore.

4.3 Editing an employee's record

If you need to change data on an employee's record, you can do this by following the steps listed below;

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5. In our example we are finding an employee named Gideon Jacobus Joubert.

Step 2:

We are now looking at a new window. See screen clipping 1. Notice that all the data fields are grey. To start editing the data click on the "Edit" icon in the "Employee" console with one left click of the mouse. See screen clipping 2. Notice that all the data fields have turned white. Now that the data fields are white, we will be allowed to edit the data in these areas.

The screenshot shows the HRAdmin 2 software interface. At the top, there's a menu bar with Home, Administration, Reporting, TIMS, and Employee. Below the menu is a toolbar with icons for Undo, Find, Edit, Save, Add, Delete, Merge, Edit, Save, Add, Terminate, and Delete. The 'Edit' icon is highlighted. The main area has two tabs: Employee and Appointment. An 'Edit' dialog box is open over the Employee tab, showing fields for Personal Subhead Number (PSN: 0996), Employee Nr (40818), Title (Mr), First Name (Usman), Second Name (Mohammed), Initials (UM), Surname (Nguru), Sex (Male), DoB (06/06/1975), Nationality (Nigerian), Languages (English/Fulani/Hausa), and Current Promotion Date. There are also checkboxes for Disabled and Disability, and fields for Open File Number, First Appointment Date, Phone Number, Original LGA (EditValue is null), and Notes. Below this, the 'Current Appointment' tab is selected, showing Appointment ID (818), Appointment Type (Permanent), Status (Current), Appointment From Date (01/07/2002), Post (Junior Community Health Extension Worker), Salary Grade (Level 5), Notch (8), Salary (208 335), Facility (Dapchi General Hospital), Modified On (14/06/2012), and Notes.

Screen clipping 1: Step 2 Editing an employee's record

H² Employees

Employee

Personal Subhead Number (PSN): 0996 Employee Nr: **40818**

Title: Mr First Name: Usman Second Name: Mohammed Initials: UM

Surname: Nguru Sex: Male DoB: 06/06/1975

Nationality: Nigerian Languages: English/Fulani/Hausa Current Promotion Date:

Disabled Disability:

Open File Number: First Appointment Date:

Phone Number: Original LGA: [EditValue is null]

Notes:

Screen clipping 2: Step 2 Editing an employee's record

Please note:

When you select this option it is to edit the employee's personal record only which can be found in the top half of the screen, not the employee's appointment, placement or career development in the bottom half of the screen. We will be dealing with the editing of an employee's appointment, placement or career development in a later chapter.

Step 3:

To edit your employee's data record, click with one left click of the mouse in any of the white data fields and change the data. I have added a disability to my employee and noted the type of disability. See screen clipping 3. Once you have completed all the editing and want to finalize the record, hold your mouse over the "Save" icon in the "Employee" console and left click it once with your mouse. See screen clipping 4. At any time before saving the changes you can clear all the changes you have made by clicking the "Undo" icon in the "Undo" console to reverse and remove all editing that you have done, see screen clipping 5

The form displays the following data:

- Personal Subhead Number (PSN): 0996
- Employee Nr: 40818
- Title: Mr
- First Name: Usman
- Second Name: Mohammed
- Initials: UM
- Surname: Nguru
- Sex: Male
- DoB: 06/06/1975
- Nationality: Nigerian
- Languages: English/Fulani/Hausa
- Current Promotion Date: (empty)
- Disabled
- Disability: (empty)
- Open File Number: (empty)
- First Appointment Date: (empty)
- Phone Number: (empty)
- Original LGA: [EditValue is null]
- Notes: (empty)

Screen clipping 3: Step 3 Editing an employee's record



Screen clipping 4: Step 3 Editing an employee's record



Screen clipping 5: Undo changes made so far

4.4 Deleting an employee

Should you wish to remove an employee's record permanently from the database, you will have to follow the following steps;

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

In our example we are finding an employee named Gideon Jacobus Joubert.

Step 2:

We are now looking at a new window in which we will find the employee record we wish to delete. See screen clipping 1. To now delete the record we are looking at, click on the "Delete" icon in the "Employee" tab at the top with a single left click of your mouse. See screen clipping 2.

File Nr:	Title:	Mr	Initials:	G	Employee Nr:	61005
First Name:	Gideon	Second Name:	Jacobus	Surname:	Joubert	
Sex:	Male	DoB:	1977/05/02	Maiden Name:		
Nationality:	Nigerian	Languages:	English	Promotion Date:	2003/05/14	
<input type="checkbox"/> Disabled		Disability:				
Notes:						

Current Appointment Previous Appointments Placement Career Development

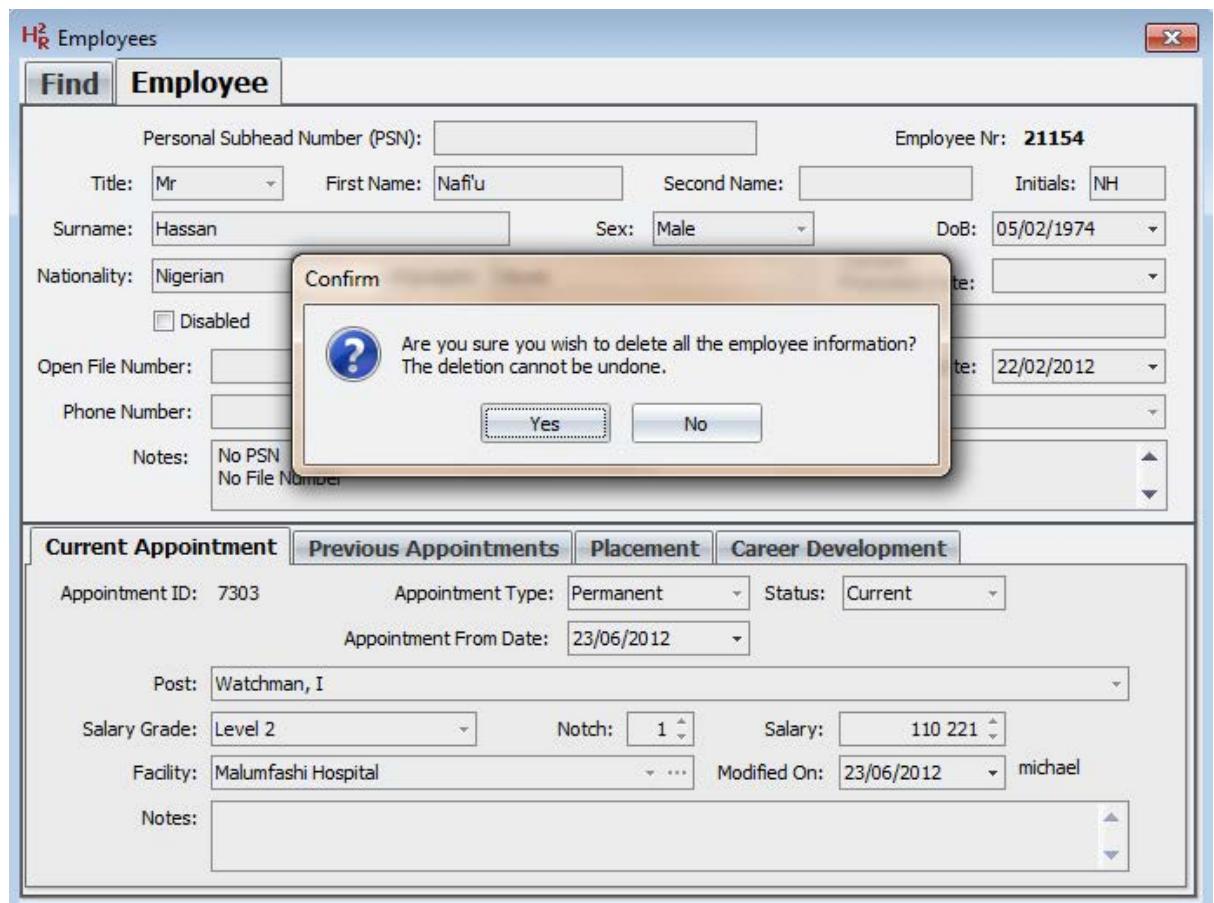
Screen clipping 1: Step 2 Deleting an employee



Screen clipping 2: Step 3 Deleting an employee

Step 3:

Once you have done this a message will appear in the middle of the screen. The message will be titled "Confirm" and it serves to warn you that once you select "Yes" to delete the record, the action will be final and cannot be reversed. Have a look at the screen clipping 3 below for an example of the "Confirm" warning dialog.



Screen clipping 3: Step3 Deleting an employee

Step 4:

If you are sure that you want to delete this record, press "Yes" with a single left click of the mouse to complete the process. But if you are not sure that you want to delete this record, press the "No" button to cancel the entire delete process.

Your "Employee record" once deleted will now be gone permanently.

5. Appointment Data Administration

5.1 Adding a new appointment to a current employee

In this chapter we are going to add a new appointment to an employee who is currently on our database.

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

Once we have our employee record open, click on the "Add" button in the "Appointment" console at the top middle of the screen with a single left click of the mouse button. See screen clipping 1



Screen clipping 1: Step 2 Adding a new appointment to a current employee

Step 3:

Once we click "Add" notice how all the data fields change colour from grey to white. The white data field means that this area may now be edited. We may now add data to these fields. See the white data fields in the screen clipping 2 below. We may now add an Appointment type, Status, From (The date the Appointment starts), Post, Salary grade, Notch, Facility and Notes.

The screenshot shows a software window titled "Current Appointment". At the top, there are tabs: "Current Appointment" (selected), "Previous Appointments", "Placement", and "Career Development". Below the tabs, there are several input fields and dropdown menus. The "Appointment ID" field shows "0". The "Appointment Type" dropdown is set to "Permanent". The "Status" dropdown is set to "Current". The "From" date is "2010/05/25". The "Post" field contains "Undefined". The "Salary Grade" dropdown is set to "Unknown level". The "Notch" field shows "0". The "Facility" dropdown is set to "Unknown Level 1 unit". The "Salary" field is empty. The "Modified On" date is "2010/05/25" and the modifier is "michael". At the bottom, there is a large "Notes" text area with scroll bars on the right.

Screen clipping 2: Step 3 Adding a new appointment to a current employee

Step 4:

To add data to the data field "Appointment Type" we have to move our mouse over the upside down black triangle and click it once with a single click of our mouse button. Once we have clicked on this black triangle we will be given the option of 8 different choices starting with Casual, Contract, Part Time, Permanent, Probation, Session, Temporary, Undefined or Volunteer. Hold the mouse over your appointment type so that your choice may be highlighted in blue, see screen clipping 3 below. Once you have decided on your appointment type, click it once with a single left click of your mouse. Your choice will now be shown in the white data field. See screen clipping 4 below. This employee has an "Appointment Type" of a Volunteer.

Current Appointment Previous Appointments Placement Career Development

Appointment ID: 0

Appointment Type: Permanent

Status: Current

Post:

Salary Grade:

Probation Notch:

Session

Temporary

Undefined

Volunteer

Screen clipping 3: Step 4 Adding a new appointment to a current employee

Current Appointment Previous Appointments Placement Career Development

Appointment ID: 0

Appointment Type: Temporary

Status: Current

From: 21/11/2011

Post: Undefined

Salary Grade: Unknown level

Probation Notch: 0

Session

Temporary

Undefined

Volunteer

Facility: [EditValue is null]

Modified On: 21/11/2011 michael

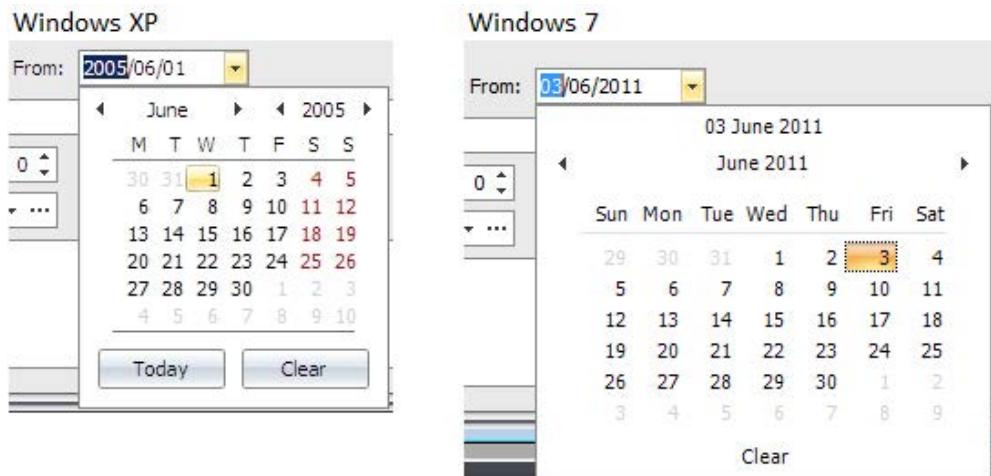
Notes:

Screen clipping 4: Step 4 Adding a new appointment to a current employee

Step 5:

All white data field's data may be changed this way. Now we need to change the date of the appointment. Hold the mouse over the upside down black triangle to the right of the word "From:" and left click it once with your mouse button. A calendar will appear. See screen clipping 5 below which shows two calendars, depending which operating system is used. The description that follows is for Windows XP. With the month in the top left corner, the year in the top right corner, the day to day calendar in the centre, a button titled "Today" in the bottom left corner and a button titled "Clear" in the bottom right corner. Should the employees appointment be from today onwards, we may press the "Today" button in the bottom left corner by holding our mouse over the button and pressing it with a single left click of our mouse. Should the appointment month be different from the current month displayed, we should go to the previous month by clicking on the triangle in front of the month or we should go a month in advance click on the triangle behind the month. The same rule applies to changing the appointment "Year" button found in the top right corner. See screen clipping 8 for a change in day, month and year.

Windows Vista and Windows 7 use different methods of selecting month and year selections.



Screen clipping 5: Step 5 Adding a new appointment to a current employee

Step 6:

You may add other data in the "Notes" data field at the bottom of the screen. See screen clipping 6.

The screenshot shows a software interface for managing employee appointments. At the top, there are dropdown menus for 'Appointment Type' (set to 'Volunteer'), 'Status' (set to 'Promoted'), and 'From' (set to '2009/02/10'). Below these are fields for 'Post' (set to 'Technical Officer (Engineering), Chief'), 'Salary Grade' (set to 'Level 1'), 'Notch' (set to '1'), and 'Salary' (a blank input field). Further down are fields for 'Facility' (set to 'Bungudu Ward') and 'Modified On' (set to '2010'). At the bottom of the form, there is a large text area labeled 'Notes' containing the text: 'Very hard worker, needs another promotion soon.'

Screen clipping 6: Step 6 Adding a new appointment to a current employee

Step 7:

Once you have filled all the data fields with the data required, your "Current Appointment" sheet should look similar to the screen clipping 7 below.

The screenshot shows a software interface titled 'Current Appointment'. At the top, there are tabs for 'Previous Appointments', 'Placement', and 'Career Development'. The main area contains the following data:

- Appointment ID: 0
- Appointment Type: Volunteer
- Status: Promoted
- From: 2009/02/10
- To: 2010/05/25
- Post: Technical Officer (Engineering), Chief
- Salary Grade: Level 1
- Notch: 1
- Salary: 120,876
- Facility: Bungudu Ward
- Modified On: 2010/05/25 by michael
- Notes: Very hard worker, needs another promotion soon.

Screen clipping 7: Step 7 Adding a new appointment to a current employee

Step 8:

The final step to be taken is to save all our captured data. We have to click on the "Save" icon in the "Appointment" console at the top of our screen with a single left click of our mouse. See screen clipping 8.



Screen clipping 8: Step 8 Adding a new appointment to a current employee

Step 9:

Should you find that you have captured the employee's data incorrectly and have not clicked the save icon, you may click on the "Undo" icon in the "Undo" console at the top of the screen with a single left click of your mouse to undo all the work you have done. See screen clipping 9.



Screen clipping 9: Step 9 Adding a new appointment to a current employee

5.2 Editing an employee's appointment

In a previous chapter we looked how to go about editing an employee's personal details. Now we will look at how to go about editing an employee's appointment particulars.

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

Once we have found our employee on the database, we need to click on the "Edit" icon in the "Appointment" console to the middle of the screen with a single click of our left mouse button. See screen clipping 1 below.



Screen clipping 1: Step 2 Editing an employee's appointment

Step 3:

Once we have done this, the data fields at the bottom of the screen will change from grey to white. This is an indication that the data in these areas may now be edited. See screen clipping 2 below.

The screenshot shows a software application window titled "HRAdmin 2 – User Manual". At the top, there is a navigation bar with four tabs: "Current Appointment" (which is highlighted in bold), "Previous Appointments", "Placement", and "Career Development". Below the tabs, there is a form for managing an employee's appointment. The form fields include:

- Appointment ID: 1007
- Appointment Type: Permanent
- Status: Current
- From: 2010/03/08
- Post: Technical Assistant, II
- Salary Grade: Level 1
- Notch: 1
- Salary: (empty input field)
- Facility: Zamfara
- Modified On: 2010/05/28
- Modified By: michael
- Notes: (empty text area)

Screen clipping 2: Step 3 Editing an employee's appointment

Step 4:

Once you have completed all the editing you may complete the process by clicking once on the "Save" in the "Appointment" console at the top of the screen with your left mouse button. . See Screen clipping 3 below.



Screen clipping 3: Step 4 Editing an employee's appointment

All the white data fields will now turn from white to grey. See Screen clipping 4 below.

Appointment ID:	1007
Appointment Type:	Casual
Status:	Current
From:	2010/03/08
Post:	Technical Assistant, II
Salary Grade:	Level 1
Notch:	1
Salary:	(empty)
Facility:	Zamfara
Modified On:	2010/05/28
Notes:	(large text area)

Screen clipping 4: Step 4 Editing an employee's appointment

5.3 Terminating an employee's appointment

The following steps should be taken when you would like to terminate an employee's appointment.

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

Once we have our employee record open, make sure the "Current Appointment" tab is selected. If it is not selected then click on the "Current Appointment" tab once with the left mouse button See screen clipping 1.

Employee

Personal Subhead Number (PSN):

Employee Nr: **21154**

Title: **Mr** First Name: **Nafi'u** Second Name: Initials: **NH**

Surname: **Hassan** Sex: **Male** DoB: **05/02/1974**

Nationality: **Nigerian** Languages: **Hausa** Current Promotion Date:

Disabled Disability:

Open File Number: First Appointment Date: **22/02/2012**

Phone Number: Original LGA: **Malumfashi LGA**

Notes: **No PSN
No File Number**

Current Appointment **Previous Appointments** **Placement** **Career Development**

Appointment ID: **7303** Appointment Type: **Permanent** Status: **Current**

Appointment From Date: **23/06/2012**

Post: **Watchman, I**

Salary Grade: **Level 2** Notch: **1** Salary: **110 221**

Facility: **Malumfashi Hospital** Modified On: **23/06/2012** By: **michael**

Notes:

Screen clipping 1: Step 2 Terminating an employee's appointment

Step 3:

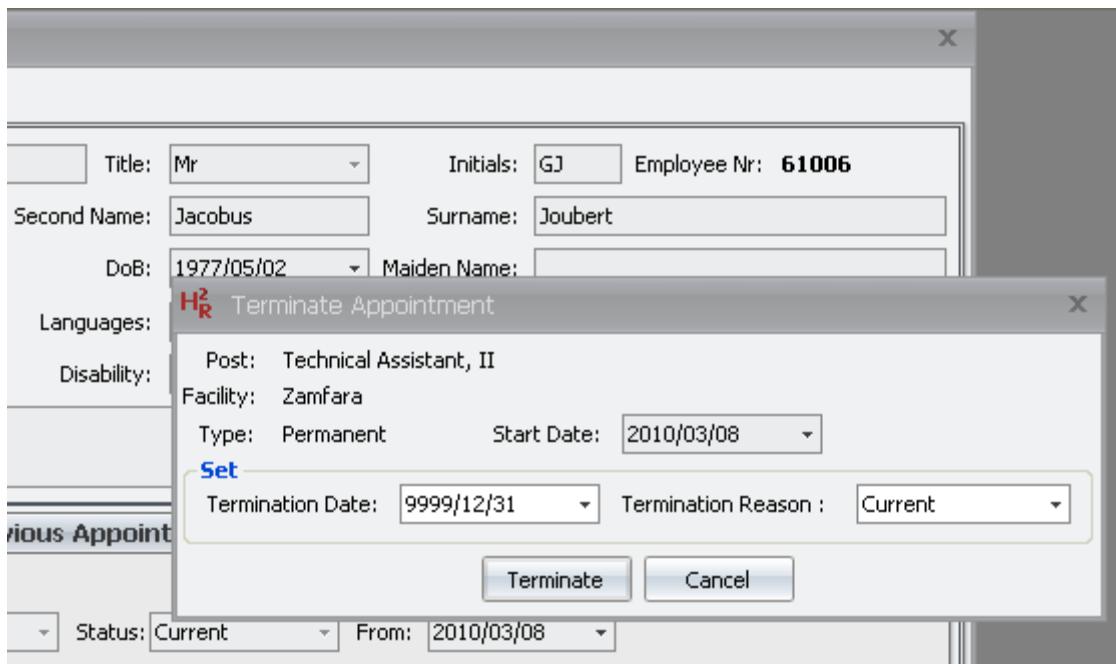
Now you can click on the "Terminate" icon in the "Appointment" console at the top middle of the screen with a single left click of the mouse. See screen clipping 2 below.



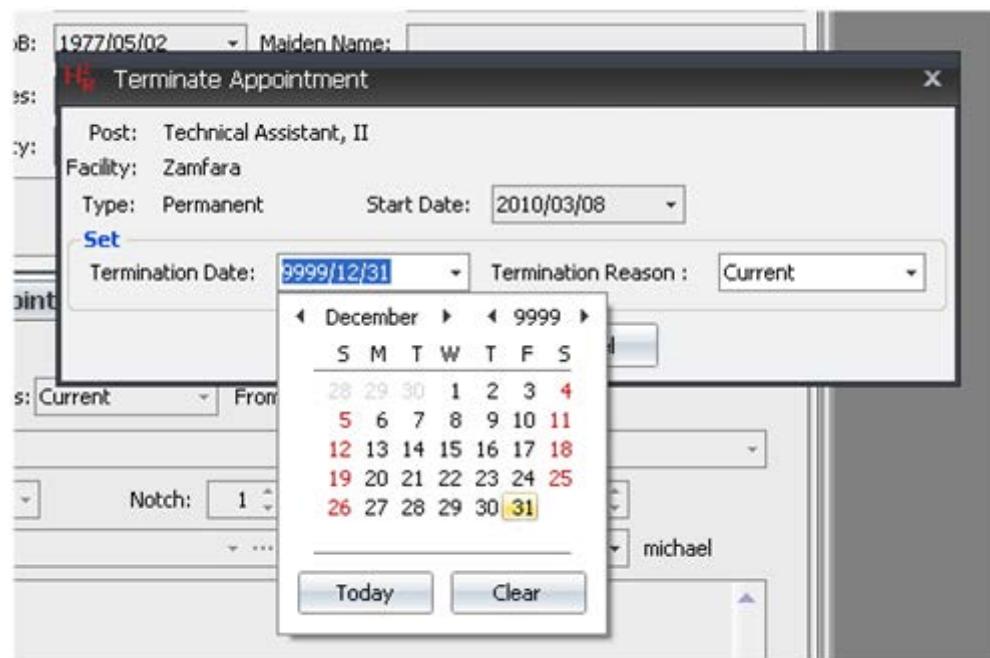
Screen clipping 2: Step 3 Terminating an employee's appointment

Step 4:

You will now find the "Terminate Appointment" menu appear in the middle of your screen. See screen clipping 3 below. You will now have to set the date of termination for your employee. Click on the upside down black triangle next to "termination Date:" to open the calendar. See screen clipping 4 below. To change the termination month, click once with the left mouse button of the black triangles on the left or right of the month. You can do the same with the year. To terminate the employees appointment right now, click on today with a single left click of the mouse.



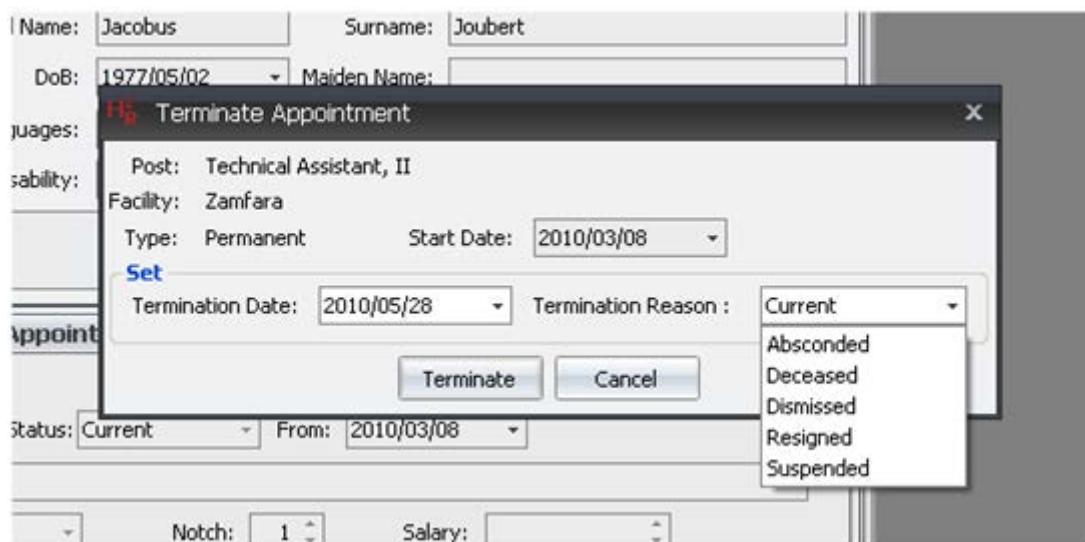
Screen clipping 3: Step 4 Terminating an employee's appointment



Screen clipping 4: Step 4 Terminating an employee's appointment

Step 5:

When you have completed the termination date you have to supply the termination reason. Click on the black upside down triangle next to "termination Reason:" to view the drop down menu. See screen clipping 5 below. Choose a termination reason and select it by clicking on it once with a single left mouse click. To complete the termination process, click on the "Terminate" button once with a single left click of the mouse button.



Screen clipping 5: step 5 Terminating an employee's appointment

Your employee's appointment has now been terminated.

6. Career Development Data Administration

6.1 Adding a career development for an employee

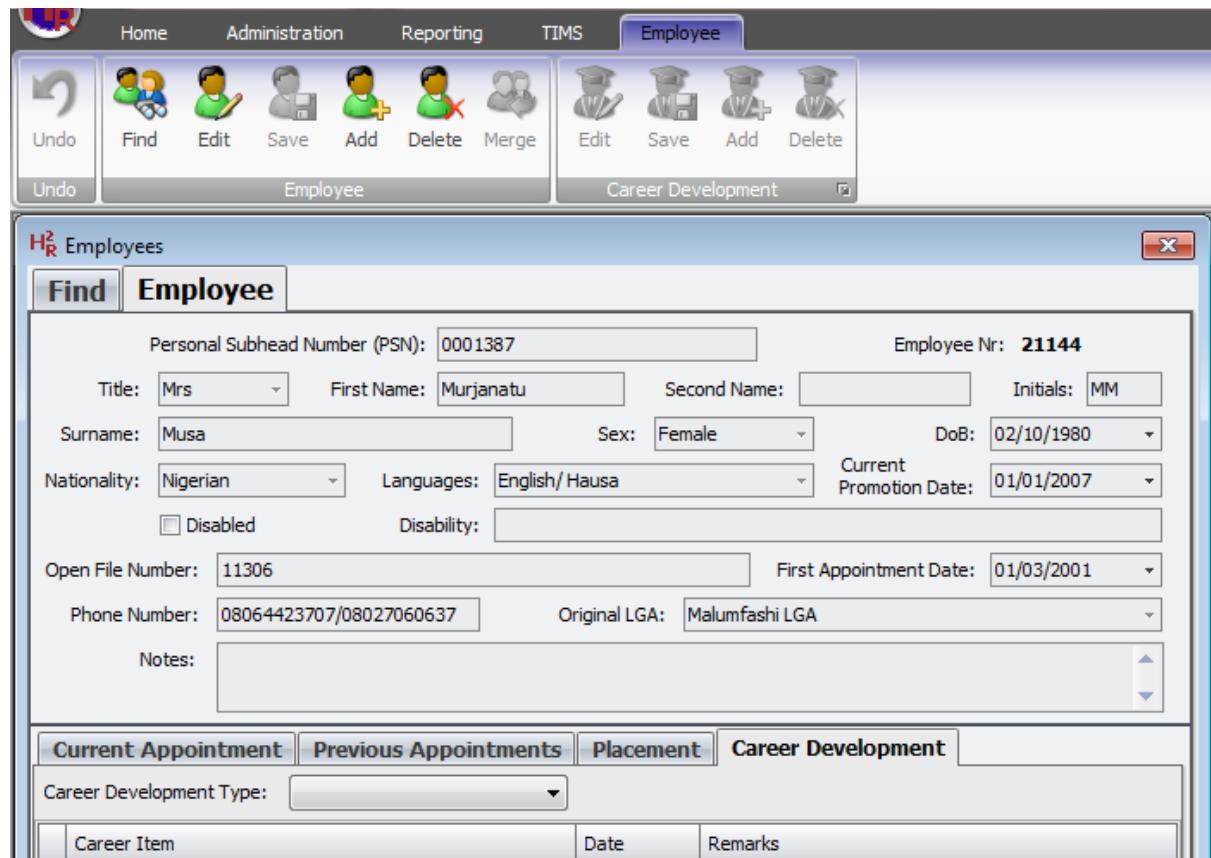
In this chapter we will add career development details for our employees in the following simple steps.

Step 1:

To edit an employee's record, we first have to find our employee on our database. Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

Once we have our employee record open, make sure the "Career Development" tab is selected. If it is not selected then click on the "Career Development" tab once with the left mouse button See screen clipping 1 below.

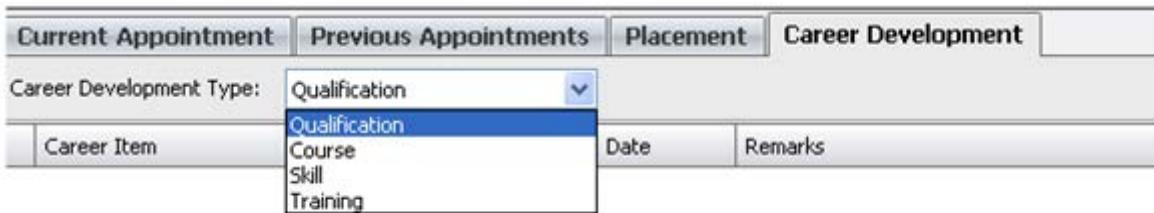


The screenshot shows the HRAdmin 2 software interface. At the top, there is a menu bar with tabs: Home, Administration, Reporting, TIMS, and Employee. The Employee tab is currently selected, indicated by a blue background. Below the menu is a toolbar with icons for Undo, Find, Edit, Save, Add, Delete, and Merge. The main window is titled 'H² Employees' and contains a form for 'Employee'. The form includes fields for Personal Subhead Number (PSN), Employee Nr., Title (Mrs), First Name (Murjanatu), Second Name, Initials (MM), Surname (Musa), Sex (Female), DoB (02/10/1980), Nationality (Nigerian), Languages (English/Hausa), Current Promotion Date (01/01/2007), Disabled status, Disability, Open File Number (11306), First Appointment Date (01/03/2001), Phone Number (08064423707/08027060637), Original LGA (Malumfashi LGA), and Notes. At the bottom of the form, there are tabs for Current Appointment, Previous Appointments, Placement, and Career Development. The Career Development tab is selected, and a dropdown menu for 'Career Development Type' is visible. A table below the tabs shows columns for Career Item, Date, and Remarks.

Screen clipping 1: Step 2 Adding a career development for an employee

Step 3:

Note the bottom half of the screen now has a single white data field with a black open arrow pointing downwards. When we click on this black arrow once with a left mouse button we notice that there are 4 different types of "Career Development" listed as; Qualification, Course, Skill and Training. See screen clipping 2 below.

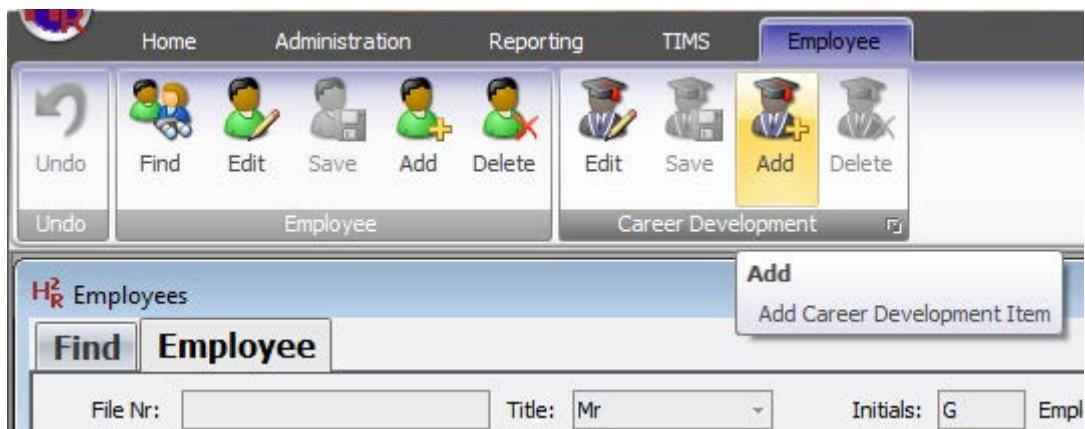


Screen clipping 2: Step 3 Adding a career development for an employee

Let us select Qualification as the career type we want to add to our employee by clicking on the black arrow once, with the menu now open, hold your mouse over "Qualification" title and click once with your left mouse button.

Step 4:

To add the selected "Career Development" which in our case is "Qualification" click once with a left button of your mouse on the "Add" icon in the "Career Development" console. See screen clipping 3.



Screen clipping 3: Step 4 Adding a career development

Step 5:

The bottom half of the screen has just changed, our employee has a "Blank space" in the white data field with the familiar black triangle next to it. Click on the black triangle once with a single left mouse click and notice that a menu opens with qualifications. See screen clipping 4 below. Once we have found our employee's applicable career item hold the mouse over the career and click the left mouse button once.

Career Development			
Career Development Type: Qualification			
Career Item	Date	Remarks	
I Clerical Assistant Certificate	09/06/2011		
BSc (Sociology)			
BSc (Unspecified)			
Certificate in Accountancy			
Certificate in Anaesthetic Nursing			
Clerical Assistant Certificate			
Clinical Assistant Certificate			
Certificate in Community Health			

See screen clipping 4: Step 5 Adding a career development for an employee

Step 6:

To add the date, move your mouse over the date next to the qualification and click it once with the left mouse button. The date will change colour from blue to white and we once again have our familiar black triangle next to it. You can now click on the black triangle to open our calendar. We can change the month and the year by clicking on the black arrows next to the month and the year. Once we have the correct month and year we can click on the date with a single left click of the mouse button.

Step 7:

To add a remark, move your mouse over the blue area below the "Remarks" heading and click it once with the left mouse button. The Remark area will change colour from blue to white and the remark or comment can be typed into the white area.

Step 8:

Now that all the information is completed, we can click on the "Save" icon at the top of the screen in the "Career Development" console. Should we have entered incorrect data we can simply click on the "Undo" icon in the "Undo" console to remove all the information we have added. See screen clipping 5 below.

Note: The "Undo" icon can only be used before the "Save" icon is clicked.



Step 9:

If there are more qualifications to add, click on the "Add" icon in the "Career development" console to do so and follow Step 4 to Step 9 to add more qualifications.

Note: We can also add Course, Skill and Training to our employee's record. See screen clipping 2 in Step 3. Select what development type you want to add then click the Add button as described in Step 4 and follow the instructions from there on through to Step 9.

6.2 Deleting a career development for an employee

If a career development item was added to an employee by mistake the following steps must be carried out to delete that entry.

Step 1:

To delete an employee career development we first have to find our employee on our database.

Follow the steps as shown in **4.1 Finding an Employee on the Database** Steps 1 to 5.

Step 2:

To delete an employee career development click on the "Career Development" tab in the middle right of the screen with a single left click of the mouse. See screen clipping 1 below.

The screenshot shows a form for an employee's personal information. The fields include:

- File Nr: [empty]
- Title: Mr
- Initials: GJ
- Employee Nr: **61006**
- First Name: Gideon
- Second Name: Jacobus
- Surname: Joubert
- Sex: Male
- DoB: 1977/05/02
- Maiden Name: [empty]
- Nationality: Nigerian
- Languages: English
- Promotion Date: [empty]
- Disabled
- Disability: [empty]
- Notes: [large text area with scroll bars]

At the bottom, there are tabs for Current Appointment, Previous Appointments, Placement, and **Career Development**. Below the tabs, a dropdown menu labeled "Career Development Type" is shown.

Screen clipping 1: Step 2 Deleting a career development for an employee

Step 3:

Note the bottom half of the screen now has a single white data field with a black open arrow pointing downwards. When we click on this black arrow once with a left mouse button we notice that there are 4 different types of "Career Development" listed as; Qualification, Course, Skill and Training. See screen clipping 2 below.

Current Appointment	Previous Appointments	Placement	Career Development	
Career Development Type:	Qualification			
Career Item	Qualification Course Skill Training	Date	Remarks	

Screen clipping 2: Step 3 Deleting a career development for an employee

Step 4:

Let's select "Qualification" for our employee by clicking on the black arrow once with a single mouse click, with the menu now open hold your mouse over "Qualification" and notice that it is being highlighted. Notice now that the bottom of the screen has changed and it shows that our employee has 2 qualifications. See screen clipping 3 below.

Current Appointment	Previous Appointments	Placement	Career Development
Career Development Type: Qualification			
	Career Item	Date	Remarks
	Assistant Executive Officer (Admin) certificate	2010/05/30	
>	Bachelor of Pharmacy	2010/05/30	

Screen clipping 3: Step 4 Deleting a career development for an employee

Step 5:

To select a qualification before deleting it, click on the specific qualification title with a single left click of the mouse button. Notice that once we have selected the "Qualification", the "Date" and "Remarks" data fields will be highlighted in blue. See screen clipping 4 below.

Current Appointment	Previous Appointments	Placement	Career Development	
Career Development Type: Qualification ▾				
Career Item		Date	Remarks	
Assistant Executive Officer (Admin) certificate		2010/05/30		
> Bachelor of Pharmacy		2010/05/30		

Screen clipping 4: Step 5 Deleting a career development for an employee

Step 6:

Once you have highlighted the "Qualification" to be deleted, you need to move your mouse to the "Delete" icon in the "Career development" console. Once you are ready to delete the "Qualification" click on "Delete" icon once with a single left mouse click. See screen clipping 5 below.

A new window titled "Confirm" will appear, see screen clipping 6 below.

If you are sure that you would like to delete this "Qualification" then click on the "Yes" with a single left mouse click.

The screenshot shows the HRAdmin 2 software interface. The top navigation bar includes Home, Administration, Reporting, TIMS, and Employee tabs. Under the Employee tab, there are icons for Undo, Find, Edit, Save, Add, Delete, and a sub-menu for Career Development. The Career Development sub-menu has options for Edit, Save, Add, and Delete, with the Delete option highlighted. Below this, the main window displays 'Employees' with tabs for Find and Employee. The Employee tab is active, showing fields for File Nr., Title (Mr), Initials (G), Employee Nr., First Name (Gideon), Second Name (Jacobus), Surname (Joubert), Sex (Male), DoB (25/04/1977), Maiden Name, Nationality (Nigerian), Languages (English), Promotion Date (14/), and checkboxes for Disabled and Disability. A Notes section is also present. At the bottom, there are tabs for Current Appointment, Previous Appointments, Placement, and Career Development. The Career Development tab is selected, showing a table with columns for Career Item, Date, and Remarks. Two rows are visible: one for BA (Health Education & Promotion) dated 09/06/2011, and another for Clerical Assistant Certificate dated 24/11/2010.

Screen clipping 5: Step 6 Deleting a career development for an employee

Find Employee

File Nr: [] Title: Mr Initials: G Employee Nr: **21142**

First Name: Gideon Second Name: Jacobus Surname: Joubert

Sex: Male DoB: 25/04/1977 Maiden Name: []

Nationality: Nigerian Languages: English Promotion Date: 14/05/2003

Disabled

Notes: []

Current Appointment

Career Development Type: []

	Career Item	Date	Remarks
>	BA (Health Education & Promotion)	09/06/2011	
	Clerical Assistant Certificate	24/11/2010	

Screen clipping 6: Step 6 Deleting a career development for an employee

Step 7:

The record will disappear instantaneously, which means that this "Qualification" has now been deleted. See screen clipping 7 below.

H²R Employees

Find Employee

File Nr: [] Title: Mr Initials: GJ Employee Nr: **61006**

First Name: Gideon Second Name: Jacobus Surname: Joubert

Sex: Male DoB: 1977/05/02 Maiden Name: []

Nationality: Nigerian Languages: English Promotion Date: []

Disabled Disability: []

Notes: []

Current Appointment **Previous Appointments** **Placement** **Career Development**

Career Development Type: Qualification

	Career Item	Date	Remarks
>	Bachelor of Pharmacy	2010/05/30	

Screen clipping 7: Step 7 Deleting a career development for an employee

7. Reports

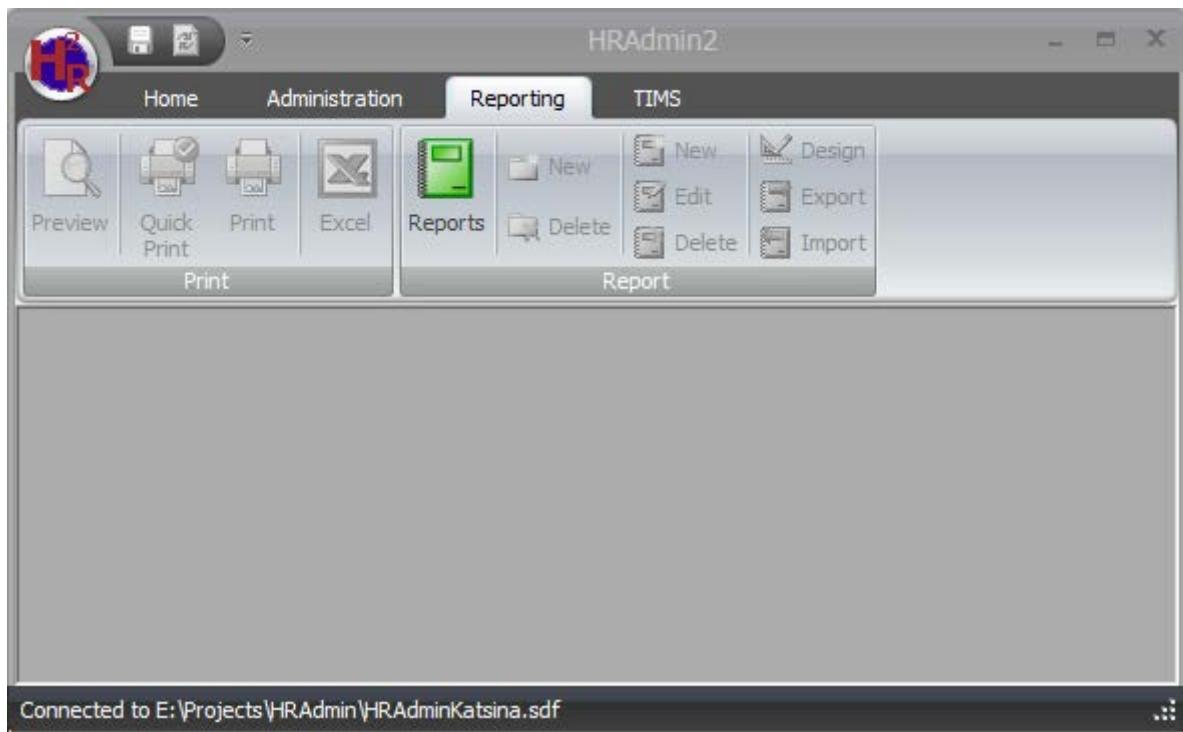
7.1 Overview and how the reports work

This is where we analyze the data in the HRIS system. The accuracy of our data is critical to reporting.

There are fundamental principles in the utilisation of any HR system. The most important principle is the "garbage in = garbage out" principal. If this HRAdmin2 is not maintained well e.g. if employee details, transfers, movements etc, are not updated on a monthly basis, the reporting from the system will be inaccurate. This will result in miss-informed decision making.

Step 1:

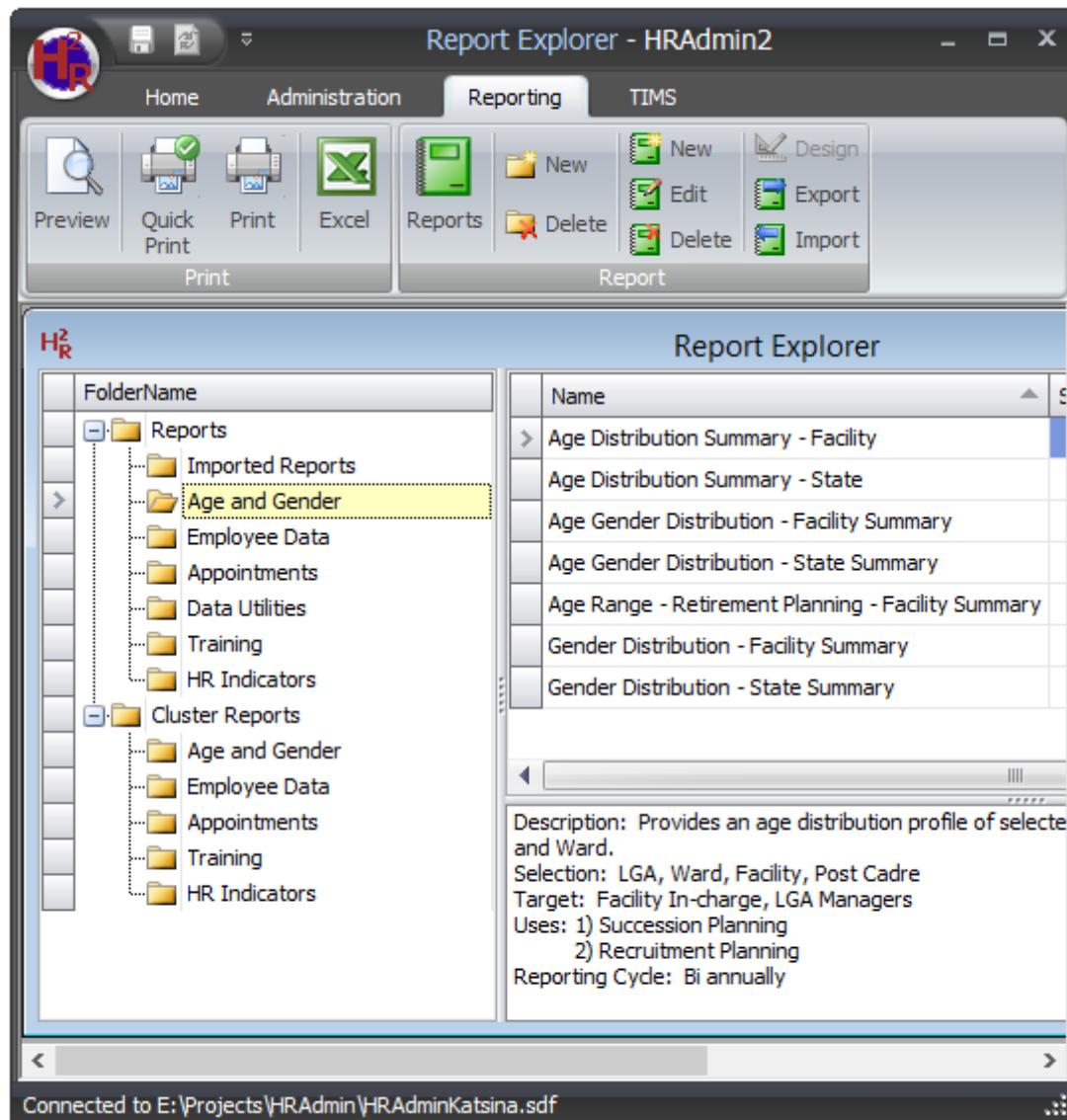
To produce reports we have to start by looking at our main window. Make sure the "Reporting" tab is selected by clicking it once with a single left click of the mouse. See screen clipping 1 below.



Screen clipping 1: Step 1 Reports

Step 2:

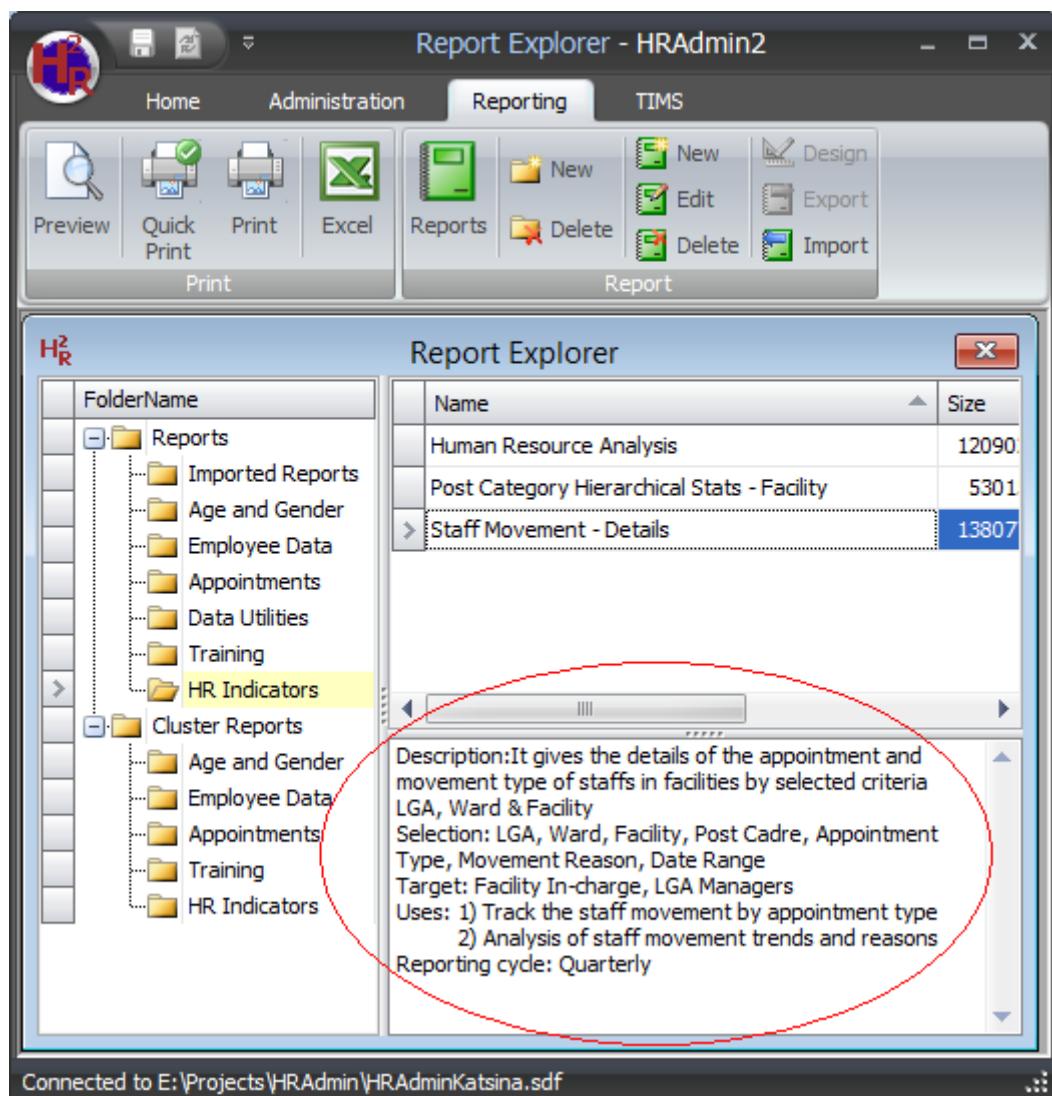
Hold your mouse cursor over the "Reports" icon in the "Report" console and click on it once with a single left mouse click. A window with a list of report Folders Will appear on the left with the reports shown in the right pane.. See screen clipping 2 below.



Screen clipping 2: Step 2 Reports

The reports are grouped together in categories within each folder. The report categories are as follows:

1. Age and Gender
2. Employee Data
3. Appointments
4. Data Utilities
5. Training
6. HR Indicators



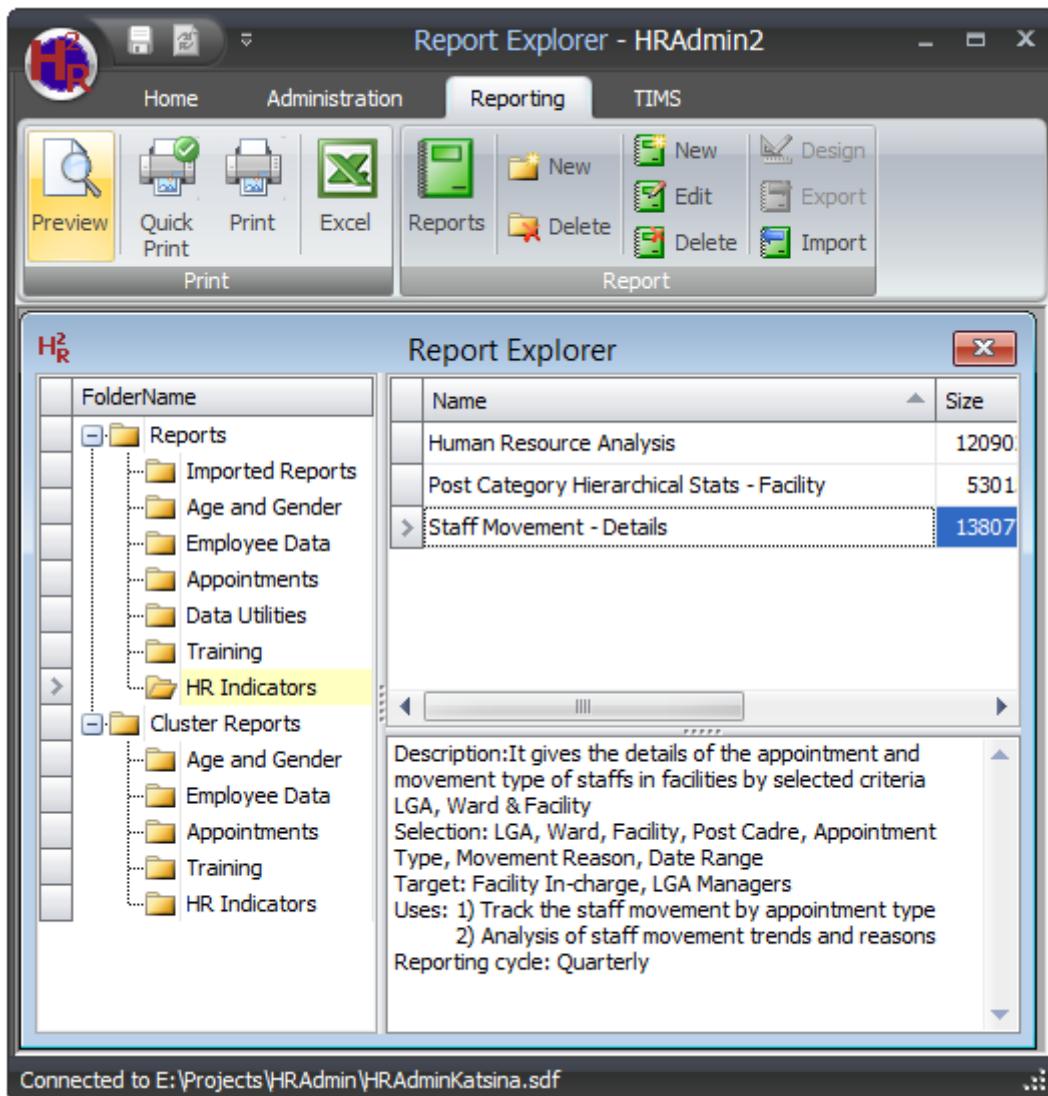
Screen clipping 3: Step 2 Reports

Note: There is a short description below the list of report names that describes the currently selected report. In the screen clipping 3 above note that the report "Staff Movement - Detail" is selected.

Step 4:

Let's produce this report as it is a good example and incorporates what all the other reports have.

Hold your mouse cursor over the "Preview" icon in the "Print" console and click on it once with a single left mouse click. See screen clipping 4 below.

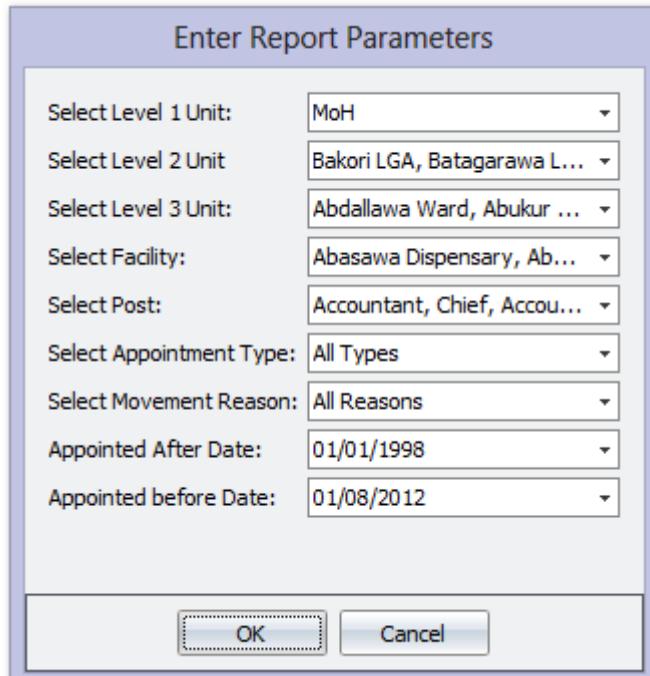


Screen clipping 4: Step 4 Reports

Step 5:

The report Parameters screen will appear. Sometimes this takes a while to appear so just wait for it to appear.

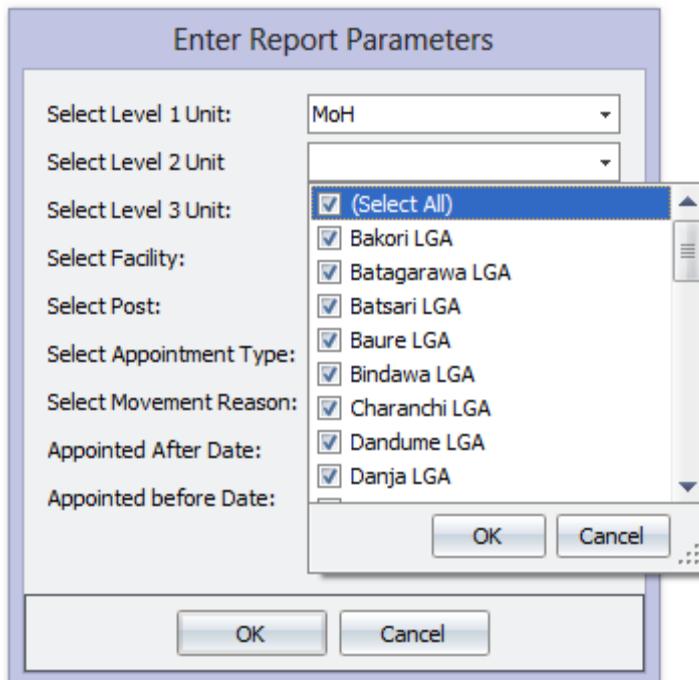
The Parameters are where we select what type of data we want to create a report of. See screen clipping 5 below.



Screen clipping 5: Step 5 Reports

Step 6:

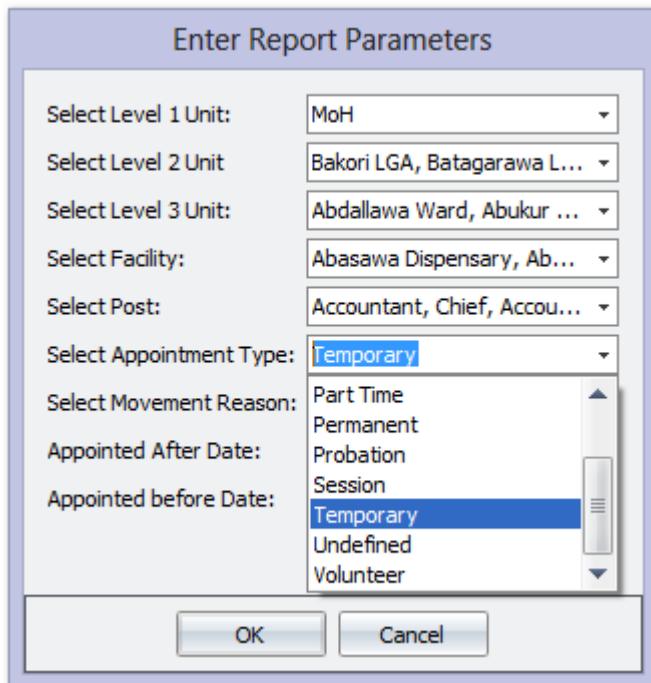
In the screen clipping 6 below we have selected the down arrow of the “Select Level2 Unit” which is the list of LGA’s available. Here you can select the first one which will result in them all being selected. Otherwise individual LGA’s can be selected.



Screen clipping 6: Step 6 Reports

Step 7:

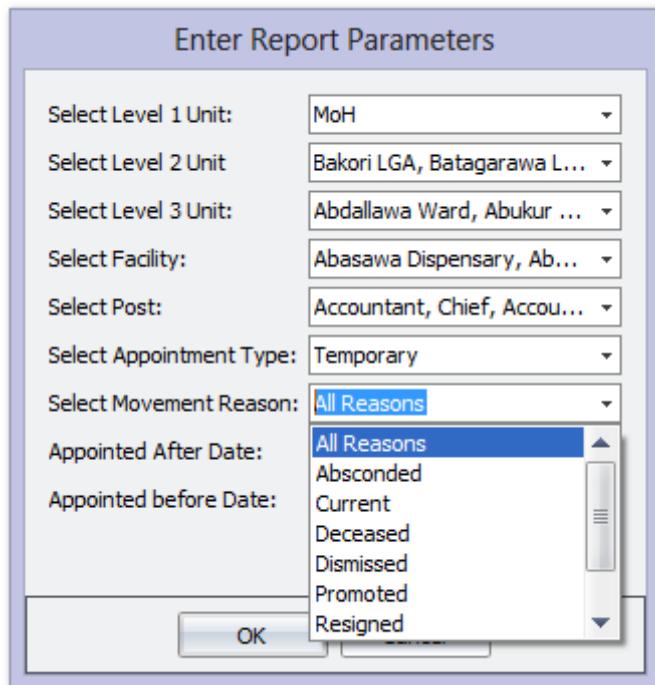
In the screen clipping 7 below we have selected the down arrow of the "Select Appointment Type" which contains a list Appointment Types available. We selected "Temporary" as we only want to see the Movement of the Temporary staff.



Screen clipping 7: Step 7 Reports

Step 8:

In the screen clipping 8 below we have selected the down arrow of the “Select Movement Reason:” which contains a list of Movement Reasons available. We selected “All Reasons” as we want to see all the Reasons staff moved.



Screen clipping 8: Step 8 Reports

Step 9:

The different reports have date ranges that can be selected and as shown in the screen clipping 9 below the appointment dates are set at "After" 01/01/1900 and Before 01/08/2012. Any date range can be selected here.

Now that all the Parameters are set as we want them to be, Click with the Left mouse the OK button once.

Enter Report Parameters

Select Level 1 Unit:	MoH
Select Level 2 Unit	Bakori LGA, Batagarawa L...
Select Level 3 Unit:	Abdallawa Ward, Abukur ...
Select Facility:	Abasawa Dispensary, Ab...
Select Post:	Accountant, Chief, Accou...
Select Appointment Type:	Temporary
Select Movement Reason:	All Reasons
Appointed After Date:	01/01/1990
Appointed before Date:	01/08/2012

OK **Cancel**

Screen clipping 9: Step 9 Reports

Step 10:

The Report preview screen appears with the data we requested displayed in the report starting at the beginning. There are many options here that can be used. We can zoom in or out, Page down to the next page or go and view the end of the report. See screen clipping 10 below

The screenshot shows the 'Preview' window of the HRAdmin 2 application. The window title is 'Preview'. The menu bar includes 'File', 'View', and 'Background'. The toolbar contains various icons for file operations like Open, Save, Print, and zoom controls. The main content area displays a report titled 'Staff Movement during Selected Period'.

Report Parameters:

- Appointments Appointment Type: Temporary
- Staff Movement Type: All Reasons
- Employee Effective Start between: 01 January 1990 and 01 August 2012
- End Date: 04 June 2013

Level 1 Unit: MoH

Level 2 Unit: Baure LGA

Level 3 Unit: B/Mutum Ward

Facility: Daje Clinic

Post Description: Dental Health Assistant

Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date
35066			MK	Muhammad	M	Temporary appointment	Current	01/04/2007

Sub Total Post: Dental Health Assistant | 1

Sub Total Facility: Daje Clinic | 1

Sub Total Ward: B/Mutum Ward | 1

Level 3 Unit: Baure Ward

Facility: Baure General Hospital

Post Description: Nursing Officer/Nursing Superintendent Sister

Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date
34214	101	Mr	AT	James	M	Temporary appointment	Current	14/10/2009
34215	109		MG	Tsavwan	M	Temporary appointment	Current	24/08/2009

Sub Total Post: Nursing Officer/Nursing Superintendent Sister | 2

Sub Total Facility: Baure General Hospital | 2

Sub Total Ward: Baure Ward | 2

Sub Total LGA: Baure LGA | 3

Level 2 Unit: Dandume LGA

Level 3 Unit: Dandume A Ward

Facility: Dandume PHC

Post Description: Health Attendant

Nr	PSN	Title	Initials	Surname	Sex	Appointment Type	Movement Type	Start Date
39165			B	Murja	F	Temporary appointment	Current	13/04/2010

Sub Total Post: Health Attendant | 1

Page 1 of 6 | 100% | Zoom In | Zoom Out

Screen clipping 10: Step 10 Reports

Step 11:

When the print button is clicked the Printer selection dialog will appear. You can then select a printer and other options available according to the printer available. The report will be printed to the printer selected. The button next to the print button is called the quick print button and will automatically print the report to the default printer. See screen clipping 11 below
The last page of the report is shown to display an example of the Sub Totals at the end of a report.

The screenshot shows a software application window titled "Preview". The main content area displays a hierarchical report structure. At the top, there are subtotal rows for "Sub Total Facility" (Hamcheta MCH, 1) and "Sub Total Ward" (Hamcheta Ward, 1). Below these are sections for "Level 3 Unit: Jani Ward" and "Facility: Jani MCH". A "Post Description: Health Assistant" section follows, containing a table with columns: Nr, PSN, Title, Initials, Surname, Sex, Appointment Type, Movement Type, and Start Date. One row is shown: 41881, Mr, HG, Garba, M, Temporary appointment, Current, 21/10/2010. Another subtotal row for "Sub Total Post" (Health Assistant, 1) is present. The next section is "Post Description: Health Attendant", also with a table and one row: 41885, Mrs, Z, Abdullahi, F, Temporary appointment, Current, 24/04/1992. Subtotal rows for "Sub Total Facility" (Jani MCH, 2), "Sub Total Ward" (Jani Ward, 2), and "Sub Total Post" (Health Attendant, 1) follow. The "Level 3 Unit: Mani Ward" and "Facility: Mani PHC" sections are shown next. The "Post Description: Cleaner" section follows, with a table and one row: 41903, Mr, AN, Naramu, M, Temporary appointment, Current, 05/06/2010. Subtotal rows for "Sub Total Post" (Cleaner, 1), "Sub Total Facility" (Mani PHC, 1), "Sub Total Ward" (Mani Ward, 1), and "Sub Total LGA" (Mani LGA, 6) are shown. The "Level 2 Unit: Rimi LGA" and "Level 3 Unit: Tsagero Ward" sections are shown. The "Facility: Tsagero PHC" section follows. The "Post Description: Undefined" section follows, with a table and one row: 41899, Mr, LS, Shuaibu, M, Temporary appointment, Current, 20/10/2010. The bottom of the report contains a "Staff Movement - Detail" section and a page footer indicating "Page 5 of 6". The bottom status bar shows "Page 5 of 6 | 100%".

Screen clipping 11: Step 11 Reports

To go back to the report screen click the red X at the top right of the screen.

7.2 Report Examples

Below are some examples of report outputs

Reports are broken up into Detail, Summary and State Summary reports.

7.2.1 Age Distribution – Detail

Age Distribution by Post. Grouped by Organisational Unit hierarchy.

Age Distribution by Post						
03 July 2011						
Level 1 Unit:	MoH					
Level 2 Unit:	Baure LGA					
Level 3 Unit:	Muduri Ward					
Facility:	Muduri Clinic					
Post Description	Age Group					
	<20	20-39	40-49	50-59	60-64	65+
Environmental Health Assistant	0	0	1	0	1	0
Health Attendant	0	3	0	0	0	0
Junior Community Health Extension Worker	0	0	1	0	0	0
Security Guard, II	0	0	1	0	0	0
Senior Community Health Extension Worker, Assistant Chief	0	0	1	0	0	0
Senior Community Health Extension Worker, Senior	0	0	1	0	0	0
Undefined	0	1	0	0	0	0
Watchman, II	0	0	1	0	0	0
Sub Total Facility	Muduri Clinic	0	4	6	0	1
Facility:	Unguwar Gamji Clinic					
Post Description	Age Group					
	<20	20-39	40-49	50-59	60-64	65+
Junior Community Health Extension Worker	0	1	0	0	0	0
Senior Community Health Extension Worker, Assistant Chief	0	0	1	0	0	0
Undefined	0	1	1	1	0	0
Sub Total Facility	Unguwar Gamji Clinic	0	2	2	1	0
Sub Total Ward	Muduri Ward	0	6	8	1	1
Sub Total LGA	Baure LGA	0	6	8	1	1
Total		0	6	8	1	0

7.2.2 Age Distribution - State Summary

Age Distribution by Post. State Totals are listed.

Age Distribution by Post State Summary						
Post Description	Age Group					
	<20	20-39	40-49	50-59	60-64	65+
Artisan (Plumber, Welder, Carpenter etc), Assistant	0	1	0	1	0	0
Cleaner	0	14	10	3	0	1
Cleaner, Head	0	3	5	1	1	1
Cleaner, Senior	0	3	3	1	0	0
Clerical Assistant	0	2	1	0	0	0
Clerical Officer, I	0	0	0	1	0	0
Clerical Officer, II	0	1	1	0	0	0
Clerical Officer, Senior	0	0	0	1	0	0
Community Health Officer, Assistant Chief	0	10	13	1	0	0
Community Health Officer, Principal	0	4	4	0	0	0
X-Ray Technician	0	1	0	0	0	0
X-Ray Technician, Assistant Chief	0	0	1	0	0	0
X-Ray Technician, Chief	0	0	0	1	0	0
X Ray Attendant	0	1	0	0	0	0
X Ray Attendant, Head	0	0	1	0	1	0
State Total	5	589	359	134	22	10

7.2.3 Age Gender Distribution – Detail

Age Gender Distribution by Post. Grouped by Organisational Unit hierarchy.

Age Gender Distribution by Post					
03 July 2011					
Level 1 Unit: MoH					
Level 2 Unit: Baure LGA					
Level 3 Unit: Muduri Ward					
Facility: Muduri Clinic					
Age Group	Post	No Data	Female	Male	
20-39	Health Attendant	0	1	2	
20-39	Undefined	0	1	0	
Sub Total	Age Group: 20-39		0	2	2
40-49	Environmental Health Assistant	0	0	1	
40-49	Junior Community Health Extension Worker	0	0	1	
40-49	Security Guard, II	0	0	1	
40-49	Senior Community Health Extension Worker, Assistant Chief	0	0	1	
40-49	Senior Community Health Extension Worker, Senior	0	0	1	
40-49	Watchman, II	0	0	1	
Sub Total	Age Group: 40-49		0	0	6
60-64	Environmental Health Assistant	0	0	1	
Sub Total	Age Group: 60-64		0	0	1
Sub Total Facility	Muduri Clinic		0	2	9
Facility: Unguwar Gamji Clinic					
Age Group	Post	No Data	Female	Male	
20-39	Junior Community Health Extension Worker	0	1	0	
20-39	Undefined	0	0	1	
Sub Total	Age Group: 20-39		0	1	1
40-49	Senior Community Health Extension Worker, Assistant Chief	0	0	1	
40-49	Undefined	0	1	0	
Sub Total	Age Group: 40-49		0	1	1
50-54	Undefined	0	0	1	
Sub Total	Age Group: 50-54		0	0	1
Sub Total Facility	Unguwar Gamji Clinic		0	2	3
Sub Total Ward	Muduri Ward		0	4	12
Sub Total LGA	Baure LGA		0	4	12
Total			0	4	12

7.2.4 Age Gender Distribution - State Summary

Age Gender Distribution by Post. Totals per age group are listed.

Age Gender Distribution by Post State Summary			05 July 2011		
Age Group	Post	No Data	Female	Male	
< 20	Health Attendant	0	1	1	
< 20	Health Attendant, Senior	0	0	1	
< 20	Pharmacy Technician, Assistant Chief	0	0	1	
< 20	Senior Community Health Extension Worker, Higher	0	0	1	
Total		0	1	4	
Age Group	Post	No Data	Female	Male	
20-39	Artisan (Plumber, Welder, Carpenter etc), Assistant	0	0	1	
20-39	Cleaner	0	5	9	
20-39	Cleaner, Head	0	1	2	
20-39	Cleaner, Senior	0	4	2	

7.2.5 Current Appointments - Detail

List details of employees appointed. Grouped by Organisational Unit hierarchy.

Appointment Details with Selected Posts						
03 July 2011						
Level 1 Unit: MoH						
Level 2 Unit: Baure LGA						
Level 3 Unit: Muduri Ward						
Facility: Muduri Clinic						
Nr	Initials	Surname	Sex	DoB	Grade	Post
172	DM	Dankum	M	23/09/1950	L03	Environmental Health Assistant
39	SS	Shu'aibu	M	01/04/1969	Unknown	Environmental Health Assistant
	MB	Badamasi	M	12/10/1979	Unknown	Health Attendant
	ZH	Haruna	F	04/07/1986	Unknown	Health Attendant
	MM	Mohammed	M	05/12/1982	Unknown	Health Attendant
	BL	Khalil	M	12/12/1970	L04	Junior Community Health Extension Worker
	BM	Badaure	M	02/03/1970	L02	Security Guard, II
	DI	Ado	M	14/04/1964	L12	Senior Community Health Extension Worker, Assistant Chief
	SK	Suleiman	M	11/07/1965	L09	Senior Community Health Extension Worker, Senior
39	SL	Lawal	F	01/04/1984	Unknown	Undefined
	AA	Agawula	M	05/03/1962	Unknown	Watchman, II
Sub Total Facility						Muduri Clinic 11
Facility: Unguwar Gamji Clinic						
Nr	Initials	Surname	Sex	DoB	Grade	Post
	AM	Altine	F	05/04/1975	Unknown	Junior Community Health Extension Worker
3949	HS	Habu	M	05/01/1971	L12	Senior Community Health Extension Worker, Assistant Chief
	GS	Galadima	F	02/01/1969	Unknown	Undefined
	MY	Maiagwagi	M	10/03/1959	Unknown	Undefined
	YA	Yakubu	M	12/04/1974	Unknown	Undefined
Sub Total Facility						Unguwar Gamji Clinic 5
Sub Total Ward						Muduri Ward 16
Sub Total LGA						Baure LGA 16
Total						16

7.2.6 Current Appointments - State Summary

Prints number of appointments by post. State Totals are listed.

Current Appointments by Post State Summary		05 July 2011
Post	Count	
Artisan (Plumber, Welder, Carpenter etc), Assistant	2	
Cleaner	28	
Cleaner, Head	11	
Cleaner, Senior	7	
Clerical Assistant	3	
Clerical Officer, I	1	
Clerical Officer, II	2	
Clerical Officer, Senior	1	
X-Ray Technician, Assistant Chief	1	
X-Ray Technician, Chief	1	
X Ray Attendant	1	
X Ray Attendant, Head	2	
Total Posts	1138	

7.2.7 Current Appointments – Summary

Prints number of appointments by post in selected facilities.

Grouped by Organisational Unit hierarchy.

Appointments Summary by Facility		05 July 2011
Level 1 Unit: MoH		
Level 2 Unit: Baure LGA		
Level 3 Unit: Muduri Ward		
Facility: Muduri Clinic		
Post	Count	
Environmental Health Assistant	2	
Health Attendant	3	
Junior Community Health Extension Worker	1	
Security Guard, II	1	
Senior Community Health Extension Worker, Assistant Chief	1	
Senior Community Health Extension Worker, Senior	1	
Undefined	1	
Watchman, II	1	
Sub Total Facility	Muduri Clinic	11
Facility: Unguwar Gamji Clinic		
Post	Count	
Junior Community Health Extension Worker	1	
Senior Community Health Extension Worker, Assistant Chief	1	
Undefined	3	
Sub Total Facility	Unguwar Gamji Clinic	5
Sub Total Ward	Muduri Ward	16
Sub Total LGA	Baure LGA	16
Total		16

7.2.8 Employee Details – Appointment History

Employee Details - Appointment History

07 September 2012

A. PERSONAL DETAILS

Personal Subhead Number (PSN) :	33250	Employee Nr:	21158
Title:	Mr	First Name:	Abdullahi
Second Name:		Initials:	AU
Surname:	Umar	Sex:	Male
Nationality:	Nigerian	Languages:	English/ Hausa
<input type="checkbox"/> Disabled		Disability:	
Current Promotion Date:		01/01/2008	
Open File Number:		First Appointment Date:	
Phone Number:		Original LGA:	Malumfashi LGA
Notes: No File Number			

B. APPOINTMENT HISTORY

Appointment ID:	8982	Status:	Current	From:	07/09/2012
Appointment Type:	Permanent	Post:	Nursing Officer/Sister, Chief		
Salary Grade:	Level 14	Notch:	1	Salary:	579247.75
LGA:	Malumfashi LGA			Modified On:	07/09/2012
Ward:	Malumfashi A Ward				
Facility:	Malumfashi Hospital				
Notes:					

Appointment ID:	7307	Status:	Promoted	From:	23/06/2012
Appointment Type:	Permanent	Post:	Nursing Officer/Sister, Assistant Chief		
Salary Grade:	Level 13	Notch:	1	Salary:	524637.25
LGA:	Malumfashi LGA			Modified On:	07/09/2012
Ward:	Malumfashi A Ward				
Facility:	Malumfashi Hospital				
Notes:					

7.2.9 Employee Details – Career Development

Employee Details - Career Development				07 September 2012
A. PERSONAL DETAILS				
Personal Subhead Number (PSN) : 33250		Employee Nr: 21158		
Title: Mr	First Name: Abdullahi	Second Name:	Initials: AU	
Surname: Umar		Sex: Male	DoB: 02/02/1971	
Nationality: Nigerian	Languages: English/ Hausa	Current Promotion Date: 01/01/2008		
Disabled Disability:				
Open File Number:		First Appointment Date: 14/11/1994		
Phone Number: 08085337922		Original LGA: Malumfashi LGA		
Notes: No File Number				
C. CAREER DEVELOPMENT				
Type: Qualification	Item: ND (Nursing)	Date: 23/01/2002		
Description: National Diploma in Nursing				
Duration:		Level:		
Remarks:				
Type: Qualification	Item: CERT (Nursing)	Date: 01/01/1993		
Description: Certificate in Nursing				
Duration:		Level:		
Remarks:				
Type: Qualification	Item: SSCE/GCE/WAEC (Secondary School Certificate)	Date: 01/01/1989		
Description: SSCE/GCE/WAEC (Secondary School Certificate)				
Duration:		Level:		
Remarks:				
Type: Qualification	Item: PSC (Primary School Certificate)	Date: 01/01/1983		
Description: Primary School Certificate				
Duration:		Level:		
Remarks:				

7.2.10 Staff Movement - Detail

Prints Staff movements over a selected Period.

With Appointment Type selection and Movement Type selection.

Grouped by Organisational Unit hierarchy.

Staff Movement during Selected Period										
Appointments Appointment Type:	Casual									
Staff Movement Type:	All									
Employee Effective Start between:	01 January 1900	and	10 June 2011				03 July 2011			
Level 1 Unit: MoH										
Level 2 Unit: Baure LGA										
Level 3 Unit: B/Mutum Ward										
Facility: B/mutum MCH										
Post Description: Environmental Health Officer										
Nr	Title	Initials	Surname	Sex	DoB	Appointment Type	Movement Type	Start Date		
	L	Shamaki	Female	21/07/1984	Casual worker	Current	01/01/2009			
Sub Total Post						Environmental Health Officer	1			
Post Description: Health Attendant, Senior										
Nr	Title	Initials	Surname	Sex	DoB	Appointment Type	Movement Type	Start Date		
202	N	Wulo	Female	02/03/1967	Casual worker	Current	01/01/2009			
Sub Total Post						Health Attendant, Senior	1			
Post Description: Undefined										
Nr	Title	Initials	Surname	Sex	DoB	Appointment Type	Movement Type	Start Date		
	M	Adamu	Male	22/04/1960	Casual worker	Current	01/01/2009			
	A	Danauta	Male	17/10/1964	Casual worker	Current	01/01/2009			
	U	Dandaura	Male	04/12/1962	Casual worker	Current	01/01/2009			
	U	Halilu	Male	06/03/1958	Casual worker	Current	01/01/2009			
	U	Yau	Male	07/09/1963	Casual worker	Current	01/01/2009			
Sub Total Post						Undefined	5			
Sub Total Facility						B/mutum MCH	7			
Facility: Daje Clinic										
Post Description: Environmental Health Assistant										
Nr	Title	Initials	Surname	Sex	DoB	Appointment Type	Movement Type	Start Date		
	AA	Ahmed	Male	23/08/1978	Casual worker	Current	01/06/2005			
Sub Total Post						Environmental Health Assistant	1			

7.2.11 Staff Turn Over - Detail

Staff Turn Over.

Appointments over a Selected Period with Appointment Type Selection.

Grouped by Organisational Unit hierarchy.

Staff Turnover for Selected Period								
Appointments Appointment Type: All						Employee Effective Start between: 01 September 1990 and 21 September 2010		
						03 July 2011		
182		Sallau	Habu	H	Male	07/02/1959	Permanent appointment	01/01/1991
Sub Total Post								Watchman, Senior 2
Sub Total Facility								B/mutum MCH 16
Facility: Daje Clinic								
Post Description: Dental Health Assistant								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Muhammad	Kamilu	MK	Male	02/02/1981	Temporary appointment	01/04/2007
Sub Total Post								Dental Health Assistant 1
Post Description: Environmental Health Assistant								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Ahmed	Abdulhadi	AA	Male	23/08/1978	Casual worker	01/06/2005
Sub Total Post								Environmental Health Assistant 1
Post Description: Health Attendant, Senior								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Daje	Yakubu	DY	Male	25/01/1971	Casual worker	01/07/2007
		Isah	Mammani	MI	Male	03/05/1967	Casual worker	01/06/2005
Sub Total Post								Health Attendant, Senior 2
Post Description: Junior Community Health Extension Worker								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Haru	Saadiya	HS	Female	13/04/1987	Casual worker	01/07/2007
		Musa	Nasiru	MN	Male	18/10/1979	Casual worker	01/06/2005
		Umaru	Hanne	UH	Female	03/06/1974	Casual worker	01/06/2005
Sub Total Post								Junior Community Health Extension Worker 3
Post Description: Junior Community Health Extension Worker, Higher								
Nr	Title	Surname	First Name	Initials	Sex	DoB	Appointment Type	Start Date
		Kanta	Lawal	KL	Male	25/08/1977	Permanent appointment	25/04/2002
Sub Total Post								Junior Community Health Extension Worker, Higher 1

7.2.12 Staff Turn Over - State Summary

Staff Turn Over.

Appointments over a Selected Period.

With Appointment Type Selection.

State Totals grouped by appointment type are listed.

Appointments for Selected Period - State Summary		
Appointments Appointment Type:	All	
Employee Effective Start between:	01 September 2000 and 27 October 2010	05 July 2011
Appointment Type: Appointment of a volunteer		
Post Description:	Number	
Cleaner	4	
Clerical Assistant	1	
Environmental Health Assistant	4	
Health Attendant	18	
Health Attendant, Senior	1	
Junior Community Health Extension Worker	12	
Medical Laboratory Assistant	1	
Medical Records Assistant	1	
Senior Community Health Extension Worker	1	
Technical Officer (Engineering), Chief	1	
Undefined	8	
Watchman, II	5	
Watchman, Senior	1	
Sub Total	Appointment of a volunteer	58
Appointment Type: Appointment type not defined		
Post Description:	Number	
Cleaner	3	
Cleaner, Senior	1	
Clerical Officer, II	1	
Dental Surgical Assistant	1	

7.2.13 Training and Course - Summary

List Summary of "Training and Course" counts for employees.

Selection by "Career Item" during a selected date range.

Grouped by Organisational Unit hierarchy.

Career Development Report									
Career Item: All		Period Selected: 01 January 1900 to 08 June 2011		05 July 2011					
Level 1 Unit: MoH									
Level 2 Unit: Baure LGA									
Level 3 Unit: B/Mutum Ward									
Facility: B/mutum MCH									
		Number of Staff Trained							
Course	Item	Female	Male	Total					
Traditional Birth Attendant	Traditional Birth Attendant	0	1	1					
	Sub Total Course	0	1	1					
		Number of Staff Trained							
Qualification	Item	Female	Male	Total					
Certificate in Community Health	CERT (Community Health)	0	3	3					
Certificate in JCHEW	CERT (JCHEW)	0	4	4					
Dental Surgery Assistant Certificate	CERT (Dental Surgery Assistant)	0	1	1					
Environmental Health Assistant Certificate	CERT (Environmental Health Assistant)	1	0	1					
Higher National Diploma in Community Health	HND (Community Health)	0	1	1					
Higher National Diploma in Dental Health	HND (Dental Health)	0	1	1					
Primary School Certificate	PSC (Primary School Certificate)	1	7	8					
SSCE/GCE/WAEC (Secondary School Certificate)	SSCE/GCE/WAEC (Secondary School Certificate)	1	7	8					
	Sub Total Qualification	3	24	27					
Sub Total Facility	B/mutum MCH	3	25	28					
Facility: Daje Clinic									
		Number of Staff Trained							
Course	Item	Female	Male	Total					
Abridgement Course	Abridgement Course	0	1	1					
UVU & NHC Control	UVU & NHC Control	0	1	1					

7.2.14 Training and Course - Employee Details

List details of employees Training and Course History.

Selection by "Career Item" during a selected date range.

Grouped by Organisational Unit hierarchy.

Employee Career Development Report						
Career Item:		All				
Period Selected:		27 October 1900 to 28 October 2010			03 July 2011	
Nr	Initials	Surname	Sex	DOB	Grade	Post
1662	AA	Abashe	M	10/11/1959	L13	Environmental Health Officer, Assistant Chief
Type	Date	Description			Item	
Qualification	28/06/1978	SSCE/GCE/WAEC (Secondary School Certificate)			SSCE/GCE/WAEC (Secondary School Certificate)	
Qualification	26/06/1983	Health Assistant Certificate			CERT (Health Assistant)	
Qualification	09/03/2002	Environmental Health Assistant Certificate			CERT (Environmental Health Assistant)	
Nr	Initials	Surname	Sex	DOB	Grade	Post
N.13104	AM	Abba	M	04/05/1976	L08	Senior Community Health Extension Worker, Higher
Type	Date	Description			Item	
Qualification	02/12/1988	Primary School Certificate			PSC (Primary School Certificate)	
Qualification	26/11/1999	Certificate in JCHEW			CERT (JCHEW)	
Qualification	07/07/2000	SSCE/GCE/WAEC (Secondary School Certificate)			SSCE/GCE/WAEC (Secondary School Certificate)	
Course	31/07/2009	Abridgement Course			Abridgement Course	
Nr	Initials	Surname	Sex	DOB	Grade	Post
KTLG 00177	BS	Abba	F	01/12/1977	L07	Senior Community Health Extension Worker
Type	Date	Description			Item	
Qualification	25/01/1989	Primary School Certificate			PSC (Primary School Certificate)	
Qualification	01/06/1996	SSCE/GCE/WAEC (Secondary School Certificate)			SSCE/GCE/WAEC (Secondary School Certificate)	
Qualification	01/01/2006	Certificate in JCHEW			CERT (JCHEW)	
Qualification	04/08/2006	Certificate in Community Health			CERT (Community Health)	
Course	01/01/2009	Abridgement Course			Abridgement Course	
Qualification	01/10/2009	Higher National Diploma in Community Health			HND (Community Health)	

7.2.15 Training and Course - State Employee Details

List details of employees Training and Course History for the whole state.

Employee Career Development State Report						
Career Item: All		Period Selected: 27 October 1900 to 28 October 2010			03 July 2011	
Nr	Initials	Surname	Sex	DOB	Grade	Post
1662	AA	Abashe	M	10/11/1959	L13	Environmental Health Officer, Assistant Chief
Type	Date	Description				Item
Qualification	28/06/1978	SSCE/GCE/WAEC (Secondary School Certificate)				SSCE/GCE/WAEC (Secondary School Certificate)
Qualification	26/06/1983	Health Assistant Certificate				CERT (Health Assistant)
Qualification	09/03/2002	Environmental Health Assistant Certificate				CERT (Environmental Health Assistant)
Nr	Initials	Surname	Sex	DOB	Grade	Post
N.13104	AM	Abba	M	04/05/1976	L08	Senior Community Health Extension Worker, Higher
Type	Date	Description				Item
Qualification	02/12/1988	Primary School Certificate				PSC (Primary School Certificate)
Qualification	26/11/1999	Certificate in JCHEW				CERT (JCHEW)
Qualification	07/07/2000	SSCE/GCE/WAEC (Secondary School Certificate)				SSCE/GCE/WAEC (Secondary School Certificate)
Course	31/07/2009	Abridgement Course				Abridgement Course
Nr	Initials	Surname	Sex	DOB	Grade	Post
KTLG 00177	BS	Abba	F	01/12/1977	L07	Senior Community Health Extension Worker
Type	Date	Description				Item
Qualification	25/01/1989	Primary School Certificate				PSC (Primary School Certificate)
Qualification	01/06/1996	SSCE/GCE/WAEC (Secondary School Certificate)				SSCE/GCE/WAEC (Secondary School Certificate)
Qualification	01/01/2006	Certificate in JCHEW				CERT (JCHEW)
Qualification	04/08/2006	Certificate in Community Health				CERT (Community Health)
Course	01/01/2009	Abridgement Course				Abridgement Course
Qualification	01/10/2009	Higher National Diploma in Community Health				HND (Community Health)

7.2.16 Training and Course - State Summary

List Summary of "Training and Course" counts for employees.

Selection by "Career Item" during a selected date range.

Total counts per course over the whole state are listed.

Training and Course - Career Development State Summary Report				
Career Item: All Period Selected: 01 January 2000 to 11 January 2011		03 July 2011		
Course	Item	Number of Staff Trained		
		Female	Male	Total
Abridgement Course	Abridgement Course	9	13	22
Accident & Emergency	Accident & Emergency	0	1	1
Adult Antiretroviral Therapy	Adult Antiretroviral Therapy	1	1	2
Baby Friendly Initiative	Baby Friendly Initiative	1	2	3
Child Spacing	Child Spacing	1	4	5
Community Involvement & Management	Community Involvement & Management	4	6	10
Community Mental Health	Community Mental Health	0	1	1
Drug Inventory Management	Drug Inventory Management	0	1	1
Family Planning	Family Planning	4	2	6
HCT For Tb-HIV	HCT For Tb-HIV	0	1	1
HIV & AIDS Control	HIV & AIDS Control	1	7	8
HIV/AIDS Counselling & Testing	HIV/AIDS Counselling & Testing	1	4	5
Industrial Relations	Industrial Relations	0	1	1
Injection Safety & Precautions	Injection Safety & Precautions	0	1	1
Malaria Control	Malaria Control	0	1	1
Management	Management	0	3	3
Maternal & Child Health	Maternal & Child Health	0	1	1
Nursing Process	Nursing Process	2	4	6
Nutrition & Dietetics	Nutrition & Dietetics	0	1	1
Nutritional HMS	Nutritional HMS	2	1	3
Ophthalmic Course	Ophthalmic Course	0	1	1
Post Abortion Care	Post Abortion Care	1	0	1
Prevention Of Mother To Child Transmission Of HIV/AIDS	Prevention Of Mother To Child Transmission Of HIV/AIDS	1	0	1
Quality Assurance	Quality Assurance	0	1	1
Traditional Birth Attendant	Traditional Birth Attendant	1	0	1
Tuberculosis Diagnosis & Management	Tuberculosis Diagnosis & Management	0	3	3

7.3 Cluster Reports

7.3.1 Overview

A cluster can be defined as a pre-specified group of facilities based on a set of criteria either by the state, program, project or service delivery aspect. A cluster therefore includes only selective facilities to be reporting on based on the criteria set by the user.

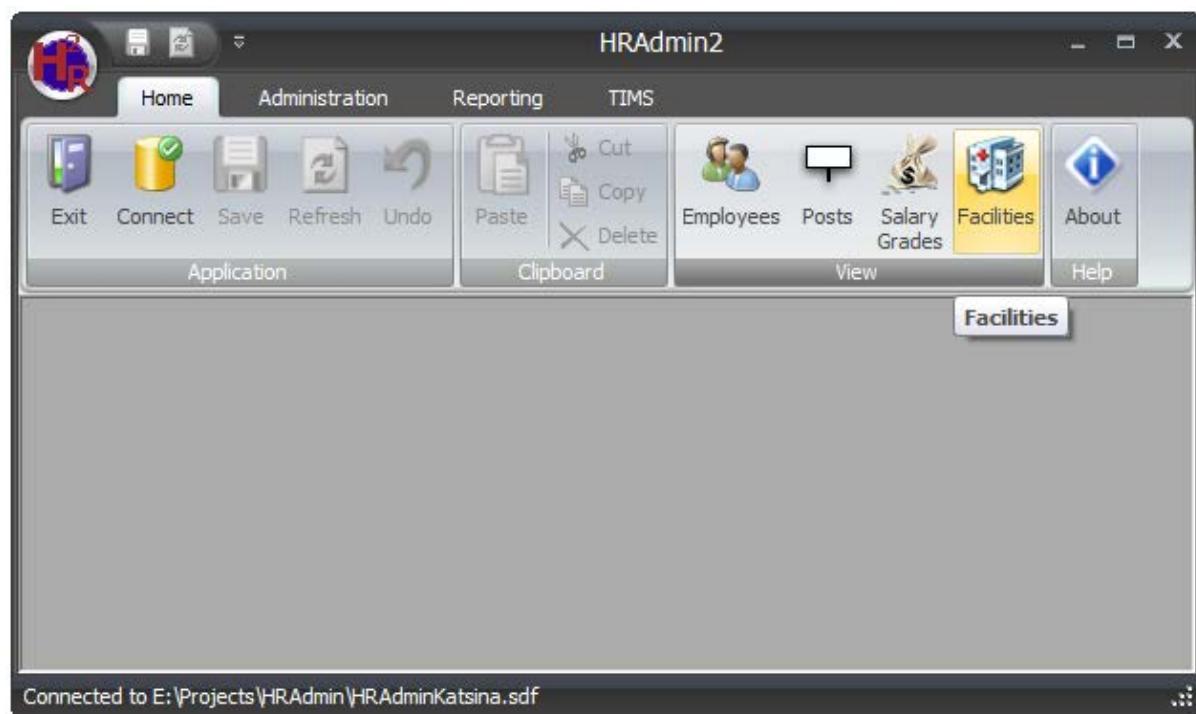
7.3.2 Assigning Facilities to Clusters

Clusters are assigned in the Facilities definitions.

Warning: *This is a very sensitive area of the program and care must be taken not to corrupt the actual facility structures.*

Step 1

Select the "Home" tab and then click the "Facilities" Icon. See screen clipping 1 below.



Screen clipping 1: Step 1 Assigning Facilities to Clusters

Step 2

Select the Facility that must be assigned to a cluster. The Cluster column is on the rightmost position of the Facilities screen. See screen clipping 2 below.

The System allows for 5 Clusters at present. Namely: Cluster_I; Cluster_II; Cluster_III; Cluster_IV; Cluster_V

The Reporter is sensitive to the Names assigned to the Cluster column. The names have to be exactly the same as above or nothing. This is Case Sensitive and the Cluster number is noted as Roman numerals I, II, III, IV and V. Between the Word "Cluster" and the Roman Numeral there must be only one underscore character.

The screenshot shows the 'Facilities - HRAdmin2' window. The menu bar includes Home, Administration, Reporting, and TIMS. The toolbar has icons for Exit, Connect, Save, Refresh, Undo, Paste, Cut, Copy, Delete, Employees, Posts, Salary Grades, Facilities (highlighted), About, and Help. The main area has a title bar 'Facilities' and a status bar 'Record 4 of 4'. On the left is a tree view of facility hierarchy: Unknown L2, Katsina, MoH, Bakori LGA, Batagarawa LGA, Batsari LGA, Baure LGA (expanded to show B/Mutum Ward, Baure Ward, Dankum Ward, Faski Ward, Garki Ward, HUI Ward, Maibara Ward, Muduri Ward, Taramnawa Ward, U/Rai Ward, Yanduna Ward, Yarmaulu Ward), Bindawa LGA, Charanchi LGA, and Dandima LGA. On the right is a grid table with columns: Code, Full Name, Short Name, Active, Level, and Cluster. The table contains four rows:

Code	Full Name	Short Name	Active	Level	Cluster
KCLIN136	Daje Clinic	Daje Clinic	<input checked="" type="checkbox"/>	4	
KCLIN137	Gure Clinic	Gure Clinic	<input checked="" type="checkbox"/>	4	
KCLIN138	Salai Clinic	Salai Clinic	<input checked="" type="checkbox"/>	4	
KMCH9	B/mutum MCH	B/mutum MCH	<input checked="" type="checkbox"/>	4	Cluster_I

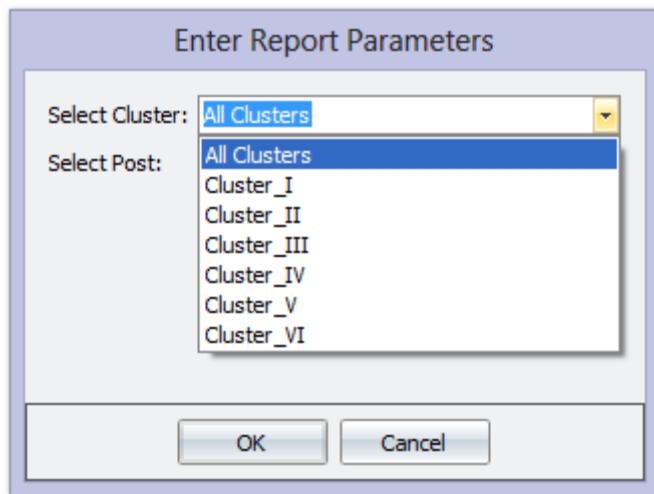
Connected to E:\Projects\HRAdmin\HRAdminKatsina.sdf

Screen clipping 2: Step 2 Assigning Facilities to Clusters

7.3.3 Running the Cluster Reports

The cluster reports are similar to the other reports except that the selection of facilities are cluster related.

A typical prompt for the Cluster is shown in screen clipping 1 below.



Screen clipping 1: Selecting Clusters

8. TIMS (Training Information Management System)

8.1 Career Item

8.1.1 TIMS - Overview of Career Items

Career Items are divided into 4 types namely Qualifications, Courses, and Training which are acquired over a duration of time in a formal way.

Normally a certificate, diploma or degree is awarded on completion of these Items. These are categorised at levels of training which are namely Abroad, Federal, State and Local.

There is also a career item called skills which is what the employee actual does and is good at. It is an attribute learnt on the job and is not part of Qualifications, Courses or Training.

8.1.2 TIMS - Adding a new Career Item

Step 1

Select the TIMS tab and then click the Career Items Icon. See screen clipping 1 below.



Screen clipping 1: Step 1 TIMS Career Item

This will show the Career Items screen as shown in screen clipping 2 below.

H²R Career Items

Career Item Type : Qualification

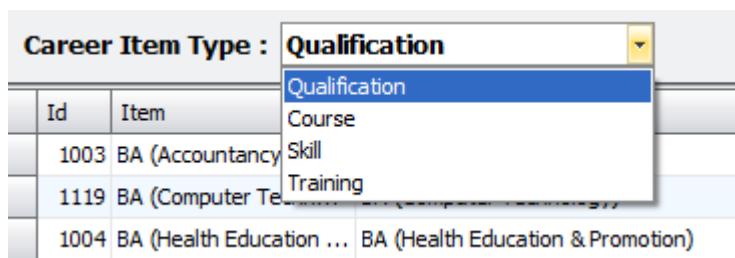
ID	Item	Description	Duration	Duration Unit	Levels
1003	BA (Accountancy) test	BA (Accountancy) Test		2 month	Federal
1119	BA (Computer Technology)	BA (Computer Technology)			
1004	BA (Health Education & Promo...	BA (Health Education & Promotion)			
1005	BA (Microbiology)	BA (Microbiology)			
1006	BA (Nursing)	BA (Nursing)			
1122	BA (Public Administration)	BA (Public Administration)			

Record 8 of 137

Screen clipping 2: Step 1 TIMS Career Item

Step 2

Note to the right of "Career Item Type:" a single white data field with a black open arrow pointing downwards. When we click on this black arrow once with a left mouse button we notice that there are 4 different types of "Career Development" listed as; Qualification, Course, Skill and Training. See screen clipping 1 below.



Screen clipping 2: Step 2 TIMS Add Career Item

Select the Career Item Type you want to work with. We will use "Qualification" as an example. Once you have selected the Qualification option Qualifications will be listed as shown in clipping 3 below.

H ² R Career Items						
Career Item Type : Qualification						
ID	Item	Description	Duration	Duration Unit	Levels	
1003	BA (Accountancy) test	BA (Accountancy) Test	2	month	Federal	
1119	BA (Computer Technology)	BA (Computer Technology)				
1004	BA (Health Education & Promo...)	BA (Health Education & Promotion)				
1005	BA (Microbiology)	BA (Microbiology)				
1006	BA (Nursing)	BA (Nursing)				
1122	BA (Public Administration)	BA (Public Administration)				

Screen clipping 3: Step 2 TIMS Add Career Item

Step 3

Click the Add icon in the "Edit" console with one left click of the mouse button.
See screen clipping 4.



Screen clipping 4: Step 3 TIMS Add Career Item

A blank record will appear as shown in Clipping 5.

Career Item Type : Qualification						
	Id	Item	Description	Duration	Duration Unit	Levels
	1110	PhD	PhD			
	1107	PROF. QUAL (Unspecified)	Unspecified Professional Qualification			
	1108	PSC (Primary School Certificate)	Primary School Certificate			
	1109	SSCE/GCE/WAEC (Secondary Sc...	SSCE/GCE/WAEC (Secondary School Certifica...			
	2122	The Item Name				

Screen clipping 5: Step 3 TIMS Add Career Item

The columns “Item” and “Description” are compulsory and must be filled in. The others are optional. The white space below can be used for remarks.

Step 4

Click on the new record shown in blue under the column you want to write in and it will turn white, the cursor will now automatically start flashing in this white box and we may type the name of the Item name here. See Clipping 6.

Career Item Type : Qualification						
	Id	Item	Description	Duration	Duration Unit	Levels
	1110	PhD	PhD			
	1107	PROF. QUAL (Unspecified)	Unspecified Professional Qualification			
	1108	PSC (Primary School Certificate)	Primary School Certificate			
	1109	SSCE/GCE/WAEC (Secondary Sc...	SSCE/GCE/WAEC (Secondary School Certifica...			
	2122	The Item Name				

Screen clipping 6: Step 4 TIMS Add Career Item

Do the same with the description column adding a description here.

In the Duration column a number can be added. When you click in the

“Duration unit” column a list of 4 options will appear as shown in clipping 7.

	Duration	Duration Unit	Levels
...	3	year	
		month	

year
month
week
day

Screen clipping 7: Step 4 TIMS Add Career Item

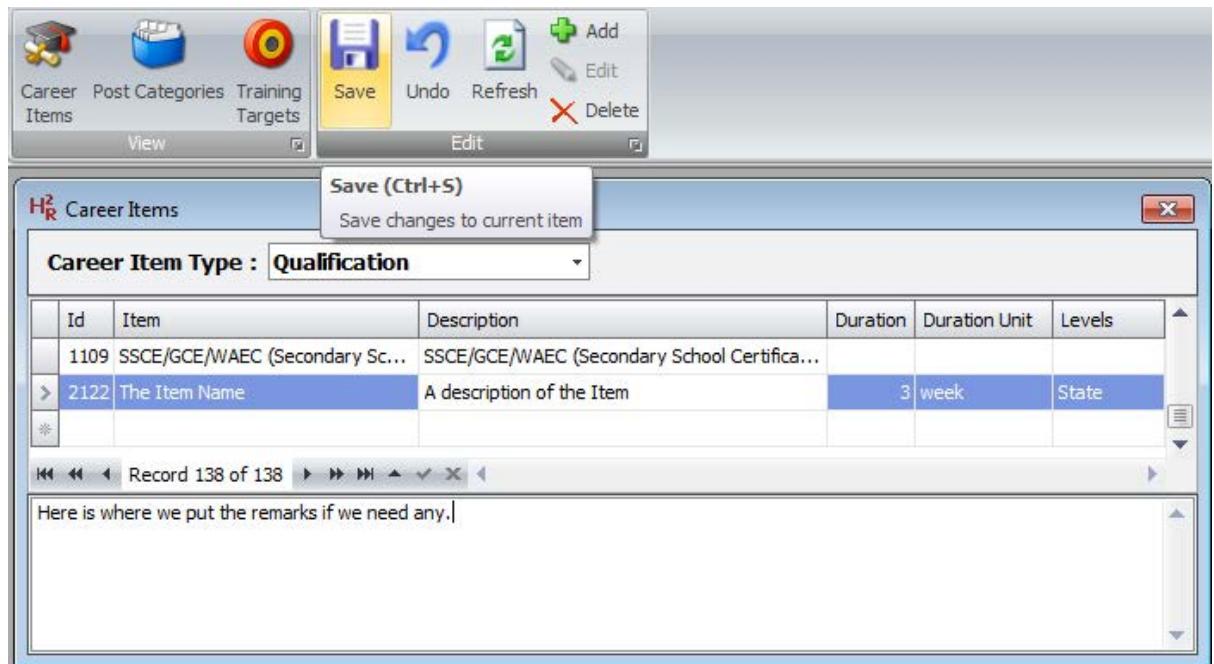
When you click in the “Levels” column a list of 5 options will appear as shown in clipping 8.

	Duration	Duration Unit	Levels
rtifica...	3	week	State
			(Select All) <input type="checkbox"/> Abroad <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Local

Screen clipping 8: Step 4 TIMS Add Career Item

Step 5

To save the new Career Item click the Save icon in the "Edit" console with one left click of the mouse button. See screen clipping 9.



Screen clipping 9: Step 5 TIMS Add Career Item

8.1.3 TIMS - Editing a Career Item

Step 1

To select the "Career Item Type" you want to edit go to the Career Items screen.

See 8.1.2 Adding a new career Item - Step 1and Step 2 which shows you how to select the "Career Item Type" you want to edit.

Step 2

Select the "Career Item" you want to edit.

See screen clipping 1.

H ² R Career Items						
Career Item Type : Qualification						
	Id	Item	Description	Duration	Duration Unit	Levels
	1070	ND (Dental Technician)	Dental Technician National Diploma			
	2122	The Item Name	Description of the Item goes here	3	week	State
	1028	CERT (Environmental ...	Environmental Health Assistant Certificate			
	1048	HND (Environmental ...	Environmental Health Assistant Higher National Diploma			

Screen clipping 1: Step 2 TIMS Edit a Career Item

Step 3

To edit the selected “Career Item” click the Edit icon in the “Edit” console with one left click of the mouse button. See screen clipping 2.



Screen clipping 2: Step 3 TIMS Edit a Career Item

Step 4

Edit the data by clicking in a column on the record and changing the text or selection. The Id cannot be changed. The Item’s text must be unique otherwise an error message will be shown.

Step 5

To save the changes made to the “Career Item” click the Save icon in the “Edit” console with one left click of the mouse button. See screen clipping 3.



Screen clipping 3: Step 5 TIMS Edit a Career Item

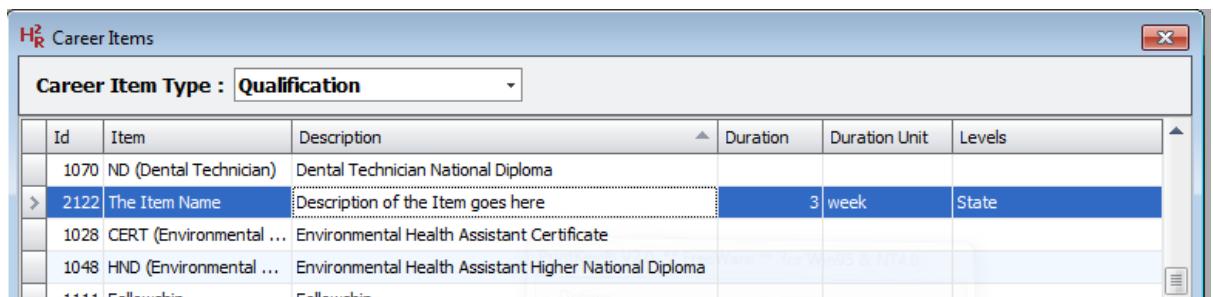
8.1.4 TIMS - Deleting a Career Item

Step 1

To select the "Career Item" you want to delete follow the instructions above.

See 8.1.3 TIMS - Editing a Career Item Step 1 and Step 2.

The result will be as shown in Clipping 1.

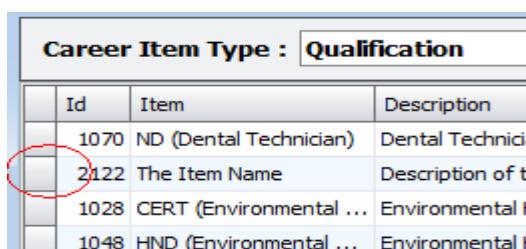


Career Item Type : Qualification						
	Id	Item	Description	Duration	Duration Unit	Levels
	1070	ND (Dental Technician)	Dental Technician National Diploma			
>	2122	The Item Name	Description of the Item goes here	3	week	State
	1028	CERT (Environmental ...	Environmental Health Assistant Certificate			
	1048	HND (Environmental ...	Environmental Health Assistant Higher National Diploma			

Screen clipping 1: Step 1 TIMS Delete a Career Item

Note:

A record which in this case is Id 2122 can be in different modes (Not selected, Edit and Selected). The clippings 3, 4 and 5 below show the different modes.



Career Item Type : Qualification						
	Id	Item	Description	Duration	Duration Unit	Levels
	1070	ND (Dental Technician)	Dental Technici			
	2122	The Item Name	Description of t			
	1028	CERT (Environmental ...	Environmental H			
	1048	HND (Environmental ...	Environmental H			

Screen clipping 3: Record Not Selected

Career Item Type : Qualification			
	ID	Item	Description
	1070	ND (Dental Technician)	Dental Technician
	2122	The Item Name	Description of th
	1028	CERT (Environmental ...	Environmental He
	1048	HND (Environmental ...	Environmental He

Screen clipping 4: Record in **Edit Mode**

Career Item Type : Qualification			
	ID	Item	Description
	1070	ND (Dental Technician)	Dental Technician
	2122	The Item Name	Description of th
	1028	CERT (Environmental ...	Environmental He
	1048	HND (Environmental ...	Environmental He

Screen clipping 5: Record in **Selected Mode**

Selected Mode is the desired mode for deleting a record and to do this you need to click the mouse pointer where the > is shown in clipping 5 above.

Step 2

To delete the selected “Career Item” click the Delete icon in the “Edit” console with one left click of the mouse button. See screen clipping 2. If the Career Item has not been used by any Employee it will be deleted.



Screen clipping 2: Step 2 **TIMS Delete a Career Item**

8.2 Post Category

8.2.1 TIMS - Overview of Post Category

Post Categories – groups various posts (or post cadres) into groups which makes reporting easier. E.g. AM – Administrative Management will include all the posts related to Admin a management for administrative related functions e.g. executive officer, accountant, logistics, procurement etc. The TIMS Post Categories should be exactly the same as the post categories in HRAdmin BUT it adds an even higher grouping to the hierarchy (Admin, Operational, Professional and Worker). This higher level grouping is what they use.

Post Cadre (or Posts) – illustrate the Scheme of service description linked to a range of specific salary grades/levels e.g. Accountant range between Lo8 – L13. Each salary level is linked to a specific post (or post cadre).
See Screen clipping 1.

HRAdmin 2 – User Manual

H²R Post Categories

	Abbreviation	Group	Description
	None	Default	Default category
AM	Professional	Administrative Management	
AP	Admin	Administrative Production	
AS	Default	Administrative Supervisor	
HNCS	Operational	Health Worker Non-Clinical Support	
HPCH	Professional	Health Professional Community Health	
HPDEN	Worker	Health Professional Dentist	

Record 2 of 27

H²R Posts

Po...	Abbrev.	Post	Category	Salary Grade
2		Accountant, Chief	AM	L13
> 3		Accountant, I	AM	L09
4		Accountant, II	AM	L08

Record 3 of 672

H²R Salary Grades

Grade	Description	Avg. Salary	Created	Modified
L08	Level 8		08/01/2010	08/01/2010
> L09	Level 9		08/01/2010	08/01/2010
L10	Level 10		08/01/2010	08/01/2010

Notches

Notch	Notch Salary	Created	Modified	Modifier
1	347 583	08/01/2010	08/01/2010	Herbst, Kobus:kobush
2	359 522	08/01/2010	08/01/2010	Herbst, Kobus:kobush
> 3	371 460	08/01/2010	08/01/2010	Herbst, Kobus:kobush
4	383 397	08/01/2010	08/01/2010	Herbst, Kobus:kobush

Screen clipping 1: TIMS - Post Category

8.2.2 TIMS - Adding a new Post Category

Step 1

Select the TIMS tab and then click the Post Categories Icon. See clipping 1 below.



Screen clipping 1: Step 1 TIMS Add Post Category

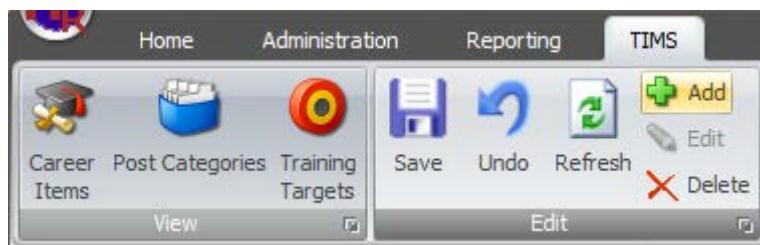
This will show the Career Items screen as shown in screen clipping 2 below.

	Abbreviation	Group	Description
>	None	Default	Default category
	AM	Professional	Administrative Management
	AP	Admin	Administrative Production
	AS	Admin	Administrative Supervisor
	HNCS	Worker	Health Worker Non-Clinical Support
	HPCH	Professional	Health Professional Community Health
	HPDEN	Professional	Health Professional Dentist
	HPDI	Professional	Health Professional Dietetics & Nutrition

Screen clipping 2: Step 1 TIMS Add Post Category

Step 2

Click the Add icon in the "Edit" console with one left click of the mouse button.
See screen clipping 3.



Screen clipping 3: Step 2 TIMS Add Post Category

A blank record will appear as shown in Clipping 4.

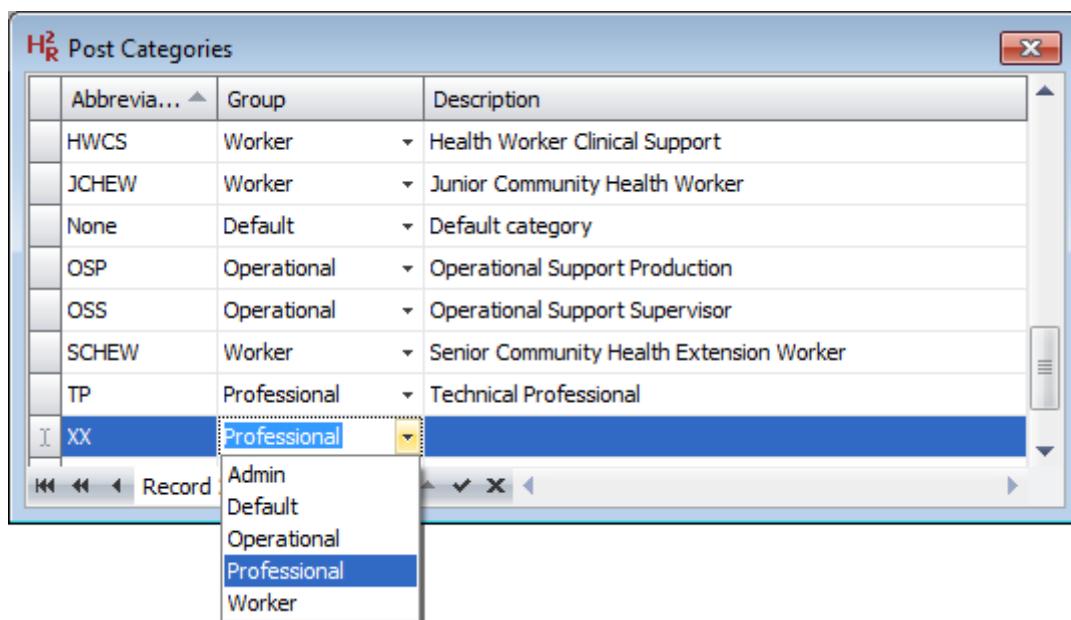
H ² R Post Categories			
	Abbreviation	Group	Description
	HWCS	Worker	Health Worker Clinical Support
	JCHEW	Worker	Junior Community Health Worker
	OSP	Operational	Operational Support Production
	OSS	Operational	Operational Support Supervisor
	SCHEW	Worker	Senior Community Health Extension Worker
	TP	Professional	Technical Professional
>			
*			

Screen clipping 4: Step 2 TIMS Add Post Category

Step 3

Enter the Abbreviation representing this new Post Category. We entered xx as an example. Note in the Group column to the right of the xx which we just entered there is a single white data field with a black arrow pointing downwards.

When we click on this black arrow once with a left mouse button 5 different group types are listed as: Admin, Default, Operational, Professional and Worker. See Screen clipping 5 below.



Screen clipping 5: Step 3 TIMS Add Post Category

Select the group you want this Post Category to fall under. We will use “Professional” as an example.

Click in the blue data field just right of the just added “Professional” Group. It will turn white. Type the description of the new Post Category here.

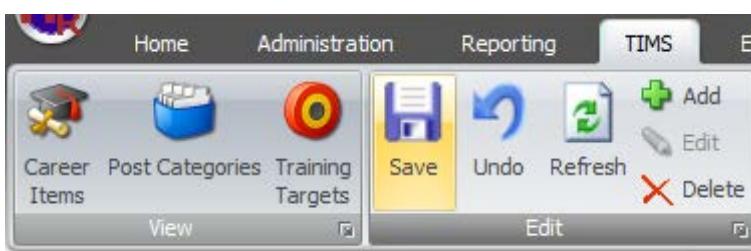
See Clipping 6 below.

H2 Post Categories		
Abbrevia...	Group	Description
HWCS	Worker	Health Worker Clinical Support
JCHEW	Worker	Junior Community Health Worker
None	Default	Default category
OSP	Operational	Operational Support Production
OSS	Operational	Operational Support Supervisor
SCHEW	Worker	Senior Community Health Extension Worker
TP	Professional	Technical Professional
XX	Professional	The xx description goes here

Screen clipping 6: Step 3 TIMS Add Post Category

Step 4

To save the New added “Post Category” click the Save icon in the “Edit” console with one left click of the mouse button. See screen clipping 7.



Screen clipping 7: Step 4 TIMS Add Post Category

8.2.3 TIMS - Editing a Post Category

Step 1

To select the "Post Category" you want to edit go to the Post Categories screen.

See 8.2.2 Adding a new Post Category – Step.

Step 2

Select the "Post Category" you want to edit. See screen clipping 1.

	Abbreviation	Group	Description
	OSS	Operational	Operational Support Supervisor
	SCHEW	Worker	Senior Community Health Extension Worker
	TP	Professional	Technical Professional
	XX	Professional	The xx description goes here
*			

Screen clipping 1: Step 2 TIMS Edit a Post Category

Step 3

Change the Abbreviation, Group or Description as needed.

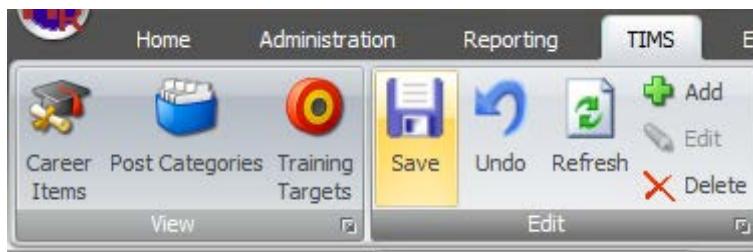
See clipping 2 as an example of an edited Post Category.

H ² R Post Categories			
	Abbreviation	Group	Description
	OSS	Operational	Operational Support Supervisor
	SCHEW	Worker	Senior Community Health Extension Worker
	TP	Professional	Technical Professional
I	XXYY	Operational	The xxyy description goes here
*			

Screen clipping 2: Step 3 TIMS Edit a Post Category

Step 4

To save the edited “Post Category” click the Save icon in the “Edit” console with one left click of the mouse button. See screen clipping 7.



Screen clipping 7: Step 4 TIMS Edit a Post Category

8.2.4 TIMS - Deleting a Post Category

Step 1

To select the "Post Category" you want to delete go to the Post Categories screen.

See 8.2.3 Editing a Post Category – Step.1 and Step 2

Step 2

To delete the selected "Post Category" click the Delete icon in the "Edit" console with one left click of the mouse button. See screen clipping 1. If the Post Category has not been used by any Employee it will be deleted.



Screen clipping 1: Step 2 TIMS Delete a Post Category

8.3 Training Targets

8.3.1 TIMS - Overview of Training Targets

Training targets refer to the number (target number) that the MoH wants to train in a specific post cadre/category by a certain year (Target Year).
See Screen clipping 1.

H²R Training Targets

Drag a column header here to group by that column

	Id	Post Category	Career Item	Target Year	Target
>	1	Administrative Management	BA (Public Administration)	2012	10
	2	Health Professional Social Work	BA (Nursing)	2012	21
	3	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2010	6
	4	Default category	Integrated Management of Childhood Illnesses	2011	20
	5	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2012	15
	6	Administrative Supervisor	Certificate in JCHEW	2012	12
	7	Administrative Production	SSCE/GCE/WAEC (Secondary School Certificate)	2012	21

Remarks:
Some text representing a remark about this Training target.
10 needed by end 2012

Screen clipping 1: Step 1 TIMS Add Training Targets

8.3.2 TIMS - Adding a new Training Target

Step 1

Select the TIMS tab and then click the Training Targets Icon. See clipping 1 below.



Screen clipping 1: Step 1 TIMS Add Training Targets

This will show the Training Targets screen as shown in screen clipping 2 below.

H ² R Training Targets					
Drag a column header here to group by that column					
	ID	Post Category	Career Item	Target Year	Target
>	1	Administrative Management	BA (Public Administration)	2012	10
	2	Health Professional Social Work	BA (Nursing)	2012	21
	3	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2010	6
	4	Default category	Integrated Management of Childhood Illnesses	2011	20
	5	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2012	15
	6	Administrative Supervisor	Certificate in JCHEW	2012	12
	7	Administrative Production	SSCE/GCE/WAEC (Secondary School Certific...	2012	21

Remarks:
ome text representing a remark about this Training target.
0 needed by end 2012

Screen clipping 2: Step 1 TIMS Add Training Targets

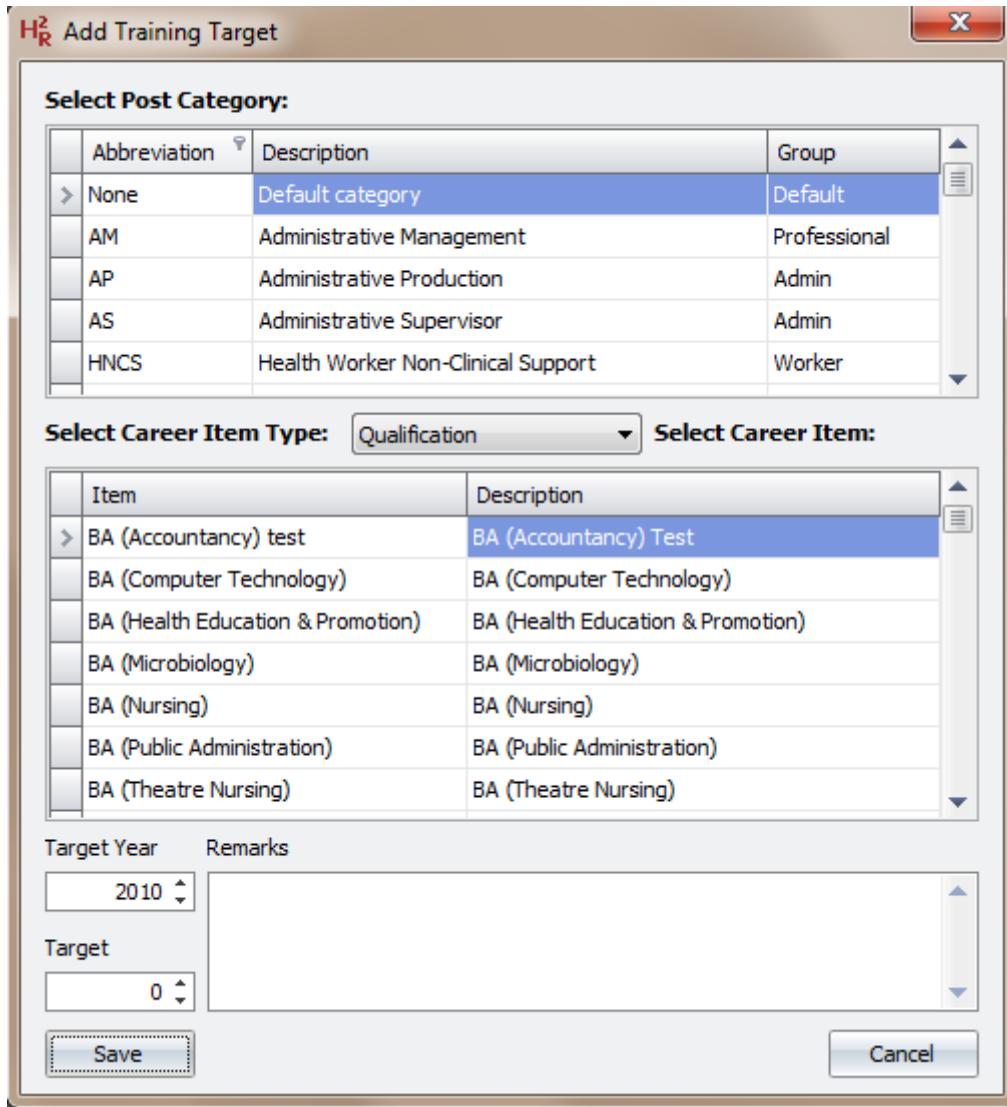
Step 2

Click the Add icon in the "Edit" console with one left click of the mouse button.
See screen clipping 3.



Screen clipping 3: Step 2 TIMS Add Training Targets

This will show the Add Training Targets screen as shown in screen clipping 4.



Screen clipping 4: Step 2 TIMS Add Training Targets

Note: Now we need to select the Course, Target Year and Number of people we need trained by that Target Year.

Step 3

Select a "Post Category" by holding your mouse over "AM" in the "Abbreviation" column of the "Post Category Grid above" and click it once with a single left click of your mouse. See screen clipping 5 below.

Step 4

Note in the middle of the screen there is a black open arrow pointing downwards. When we click on this black arrow once with a left mouse button we notice that there are 4 different types of "Career Development" listed as; Qualification, Course, Skill and Training.

Let us select Qualification as the career type we want to add to our Training Target by clicking on the black arrow once, with the menu now open, hold your mouse over "Qualification" title and click once with your left mouse button.

See screen clipping 5 below.

Step 5

Select a "Career Item" by holding your mouse over "BA (Nursing)" in the "Item" column of the "Career Item" Grid below and click it once with a single left click of your mouse. See screen clipping 5 below.

Step 6

Now enter the Target Year, Target and Remarks as shown in Clipping 5 below.

H²R Add Training Target

Select Post Category:

	Abbreviation	Description	Group
	None	Default category	Default
>	AM	Administrative Management	Professional
	AP	Administrative Production	Admin
	AS	Administrative Supervisor	Admin
	HNCS	Health Worker Non-Clinical Support	Worker

Select Career Item Type: Qualification **Select Career Item:**

Item	Description
BA (Accountancy) test	BA (Accountancy) Test
BA (Computer Technology)	BA (Computer Technology)
BA (Health Education & Promotion)	BA (Health Education & Promotion)
BA (Microbiology)	BA (Microbiology)
> BA (Nursing)	BA (Nursing)
BA (Public Administration)	BA (Public Administration)
BA (Theatre Nursing)	BA (Theatre Nursing)

Target Year **Remarks**

2014	A Remark can go here and can have Reasons for the shortage and anything pertaining to the Target amounts.
------	---

Target

12

Save **Cancel**

Screen clipping 5: Steps 3,4,5,6,7 TIMS Add Training Targets

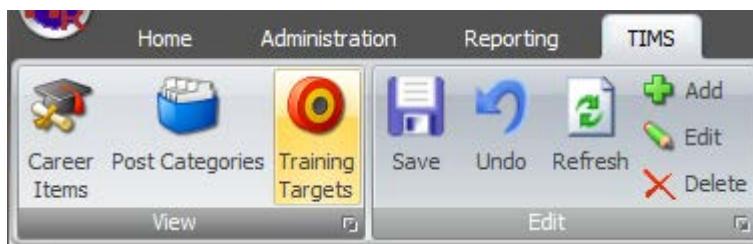
Step 7

Now click the Save button that is at the bottom of the “Add Training Target” screen. This will save a new “Training Target” record.

8.3.3 TIMS - Editing a Training Target

Step 1

Select the TIMS tab and then click the Training Targets Icon. See clipping 1 below.



Screen clipping 1: Step 1 TIMS Edit Training Targets

This will show the Training Targets screen as shown in screen clipping 2 below.

H2 Training Targets					
Drag a column header here to group by that column					
	ID	Post Category	Career Item	Target Year	Target
>	1	Administrative Management	BA (Public Administration)	2012	10
	2	Health Professional Social Work	BA (Nursing)	2012	21
	3	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2010	6
	4	Default category	Integrated Management of Childhood Illnesses	2011	20
	5	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2012	15
	6	Administrative Supervisor	Certificate in JCHEW	2012	12
	7	Administrative Production	SSCE/GCE/WAEC (Secondary School Certific...	2012	21

Remarks:
Some text representing a remark about this Training target.
0 needed by end 2012

Screen clipping 2: Step 1 TIMS Edit Training Targets

Step 2

Click the Edit icon in the "Edit" console with one left click of the mouse button.
See screen clipping 3.



Screen clipping 3: Step 2 TIMS Edit Training Targets

This will show the Update Training Targets screen as shown in screen clipping 4.

H²R Update Training Target

Select Post Category:

Abbreviation	Description	Group
HPSW	Health Professional Social Work	Professional
HWCS	Health Worker Clinical Support	Worker
JCHEW	Junior Community Health Worker	Worker
OSP	Operational Support Production	Operational
OSS	Operational Support Supervisor	Operational

Select Career Item Type: Qualification **Select Career Item:**

Item	Description
BA (Accountancy) test	BA (Accountancy) Test
BA (Computer Technology)	BA (Computer Technology)
BA (Health Education & Promotion)	BA (Health Education & Promotion)
BA (Microbiology)	BA (Microbiology)
BA (Nursing)	BA (Nursing)
BA (Public Administration)	BA (Public Administration)
BA (Theatre Nursing)	BA (Theatre Nursing)

Target Year Remarks

2,015	Need Qualified Nurses Badly
-------	-----------------------------

Target

21

Save **Cancel**

Screen clipping 4: Step 2 TIMS Edit Training Targets**Step 3**

By Clicking in the appropriate grid make the changes that are needed.

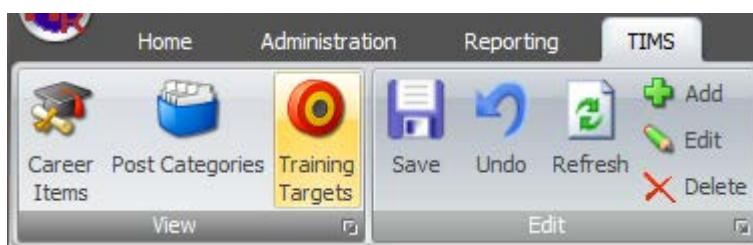
Step 4

Now click the Save button that is at the bottom of the “Update Training Target” screen. This will save the Edited/Updated “Training Target” record.

8.3.4 TIMS - Deleting a Training Target

Step 1

Select the TIMS tab and then click the Training Targets Icon. See clipping 1 below.



Screen clipping 1: Step 1 TIMS Edit Training Targets

This will show the Training Targets screen as shown in screen clipping 2 below.

H2 Training Targets					
Drag a column header here to group by that column					
	ID	Post Category	Career Item	Target Year	Target
>	1	Administrative Management	BA (Public Administration)	2012	10
	2	Health Professional Social Work	BA (Nursing)	2012	21
	3	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2010	6
	4	Default category	Integrated Management of Childhood Illnesses	2011	20
	5	Health Worker Clinical Support	Integrated Management of Childhood Illnesses	2012	15
	6	Administrative Supervisor	Certificate in JCHEW	2012	12
	7	Administrative Production	SSCE/GCE/WAEC (Secondary School Certific...	2012	21

Remarks:
Some text representing a remark about this Training target.
0 needed by end 2012

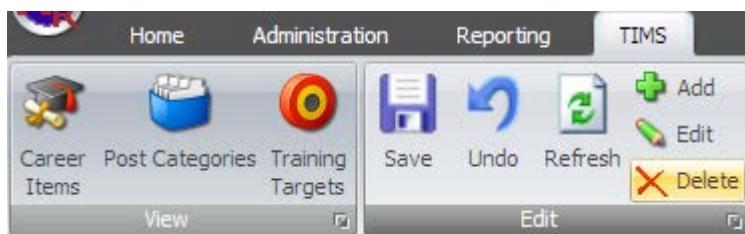
Screen clipping 2: Step 1 TIMS Edit Training Targets

Step 2

Select the "Training Target" Record you want to delete by holding your mouse over the row of the Training Target you want to delete and then click once with the left mouse button. This will select the record to delete.

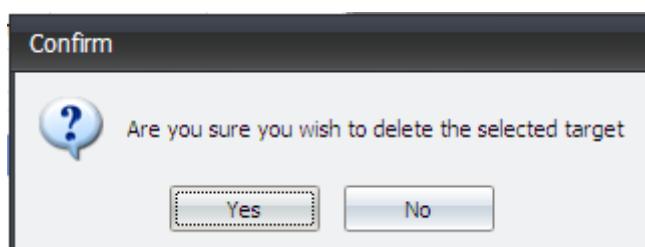
Step 3

Click the Delete icon in the "Edit" console with one left click of the mouse button. See screen clipping 3.



Screen clipping 3: Step 3 TIMS Edit Training Targets

A confirmation dialog will be shown as in Clipping 4.



Screen clipping 4: Step 3 TIMS Edit Training Targets

Step 4

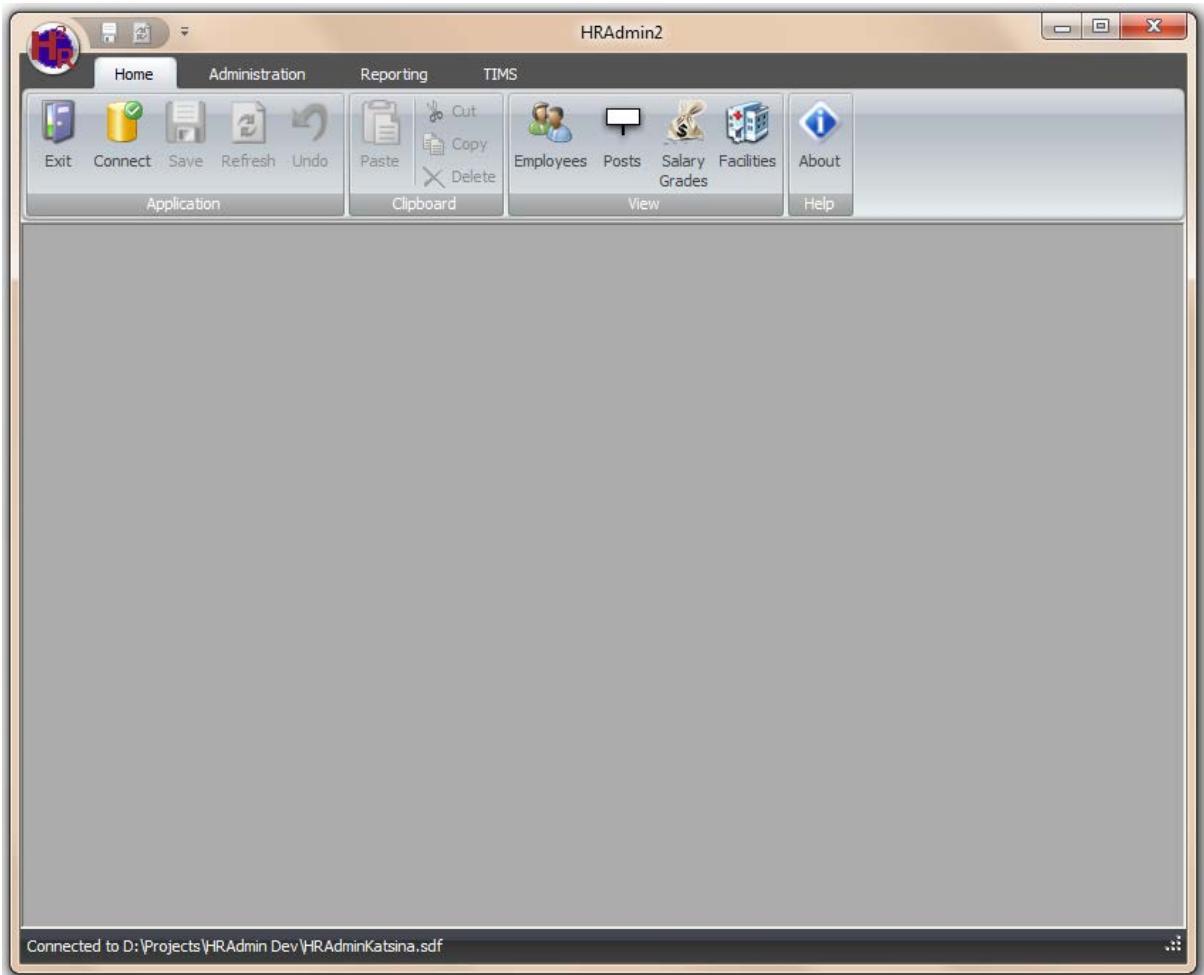
Click the "Yes" button to proceed with deleting the selected Record or Click the "No" button to abort deleting the record.

If you clicked "Yes" the record will disappear from the grid.

Editing a Posts Cadre

Step 1:

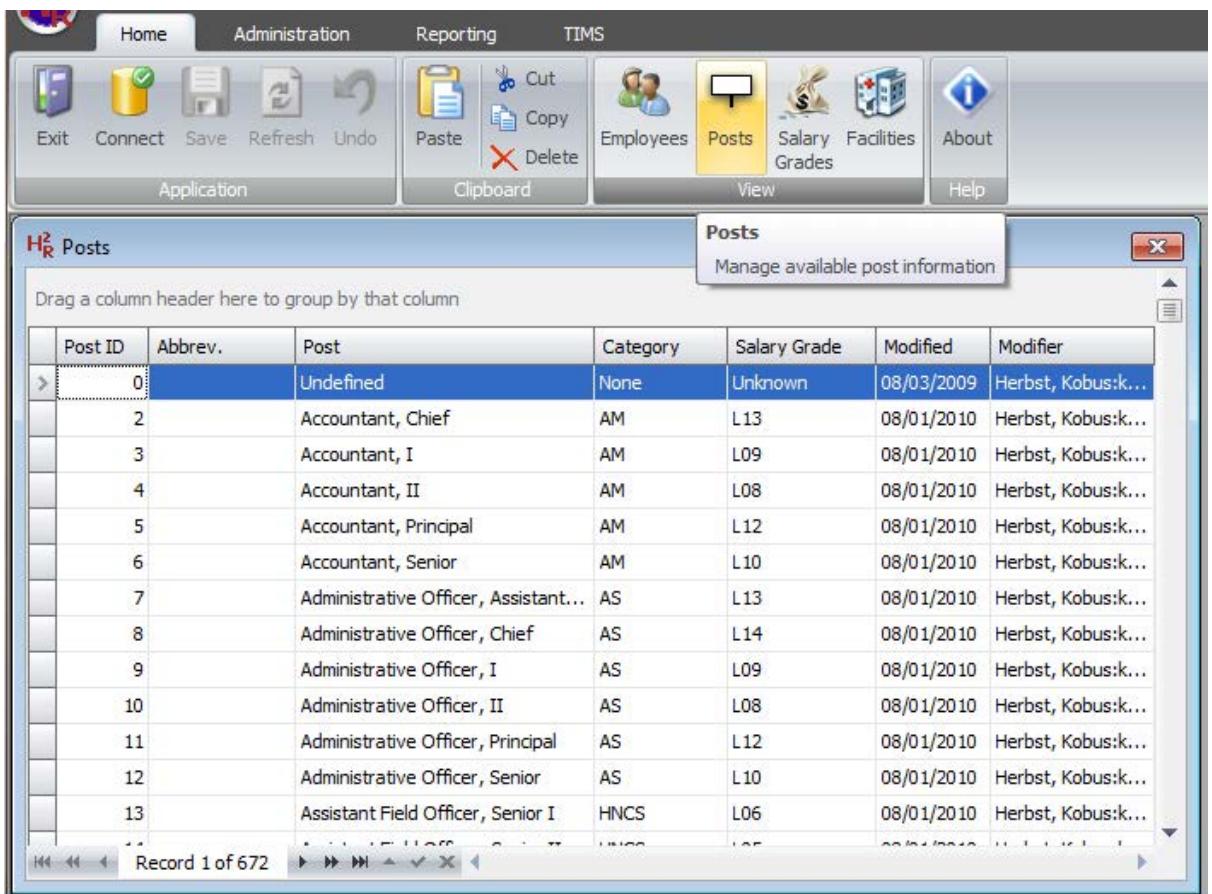
To edit a "Post" we have to start by looking at our main window. See screen clipping 1 below.



Screen clipping 1: Step 1 Editing Posts

Step 2:

Hold your mouse cursor over the "Posts" icon in the "View" console and click on it once with a single left mouse click. A window with a list of posts will appear. See screen clipping 2 below.



Screen clipping 2: Step 2 Editing Posts

Step 3:

To edit a current post, left click once with your mouse on the post called "Cleaner" which can be found 2nd from the top. Once it is selected it will be highlighted in a blue line from the left side of the screen to the right side.

Step 4:

To add an abbreviation to our post, left click on the "Abbrev" column once with a single click of the mouse. Notice that the block is white and there is a cursor flashing in the abbreviation column. See screen clipping 3 below.

Post...	Abbrev.	Post	Category	Salary Grade	Modified
0		Undefined	None	Unknown	2009/03/
> 2	2	Cleaner	OSP	L01	2010/01/
3		Cook	OSP	L01	2010/01/

Screen clipping 3: Step 4 Editing Posts

Step 5:

Type an abbreviation into this block, for this step I have chosen to use "CLEAN" as my abbreviation. You as the program user may use your own abbreviation. See screen clipping 4 below.

Post...	Abbrev.	Post
0		Undefined
I 2	CLEAN	Cleaner
3		Cook

Screen clipping 4: Step 5 Editing Posts

Step 6:

You may also edit the post title; Cleaner in this same manner. To edit or change the "Category" and "Salary grade" title we will have to follow different steps.

Step 7:

To edit "Category" hold your mouse over the "OSP" title in the "Category" line and click on it once with a single left mouse click. A menu will now appear. See screen clipping 5 below.

Post...	Abbrev.	Post	Category	Salary Grade	Modified	Modifier	
0		Undefined	None	Unknown	2009/03/08	Herbst, Kobus:k...	
1	2	CLEAN	Cleaner	OSP	L01	2010/01/28	Herbst, Kobus:k...
3		Cook		Abbrev.	Post Category		
4		Gardener	HPPHA	HPPHA			
5		Health Attendant	HPPHY	HPPHY			
6		Kitchen Attendant	HPRAD	HPRAD			
7		Laboratory Attendant	HPSW	HPSW			
8		Labourer	HWCS	HWCS			
9		Laundry Man	JCHEW	JCHEW			
10		Messenger	OSP	OSP			
11		Pharmacy Attendant	AP	L01	2010/01/28	Herbst, Kobus:k...	
12		Steward, Senior	OSP	L01	2010/01/28	Herbst, Kobus:k...	
13		Stores Attendant	OSP	L01	2010/01/28	Herbst, Kobus:k...	

Record 2 of 637

Screen clipping 5: Step 7 Editing Posts

Step 8:

To select a new "Category" browse through the option in the menu that has opened and select the appropriate category by clicking on it once with a single left click of your left mouse button. See screen clipping 6 below for my new category choice.

Post...	Abbrev.	Post	Category	Salary Grade
0		Undefined	None	Unknown
2	CLEAN	Cleaner	HNC5	L01
3		Cook	OSP	L01
4		Gardener	OSP	L01

Screen clipping 6: Step 8 Editing Posts

Step 9:

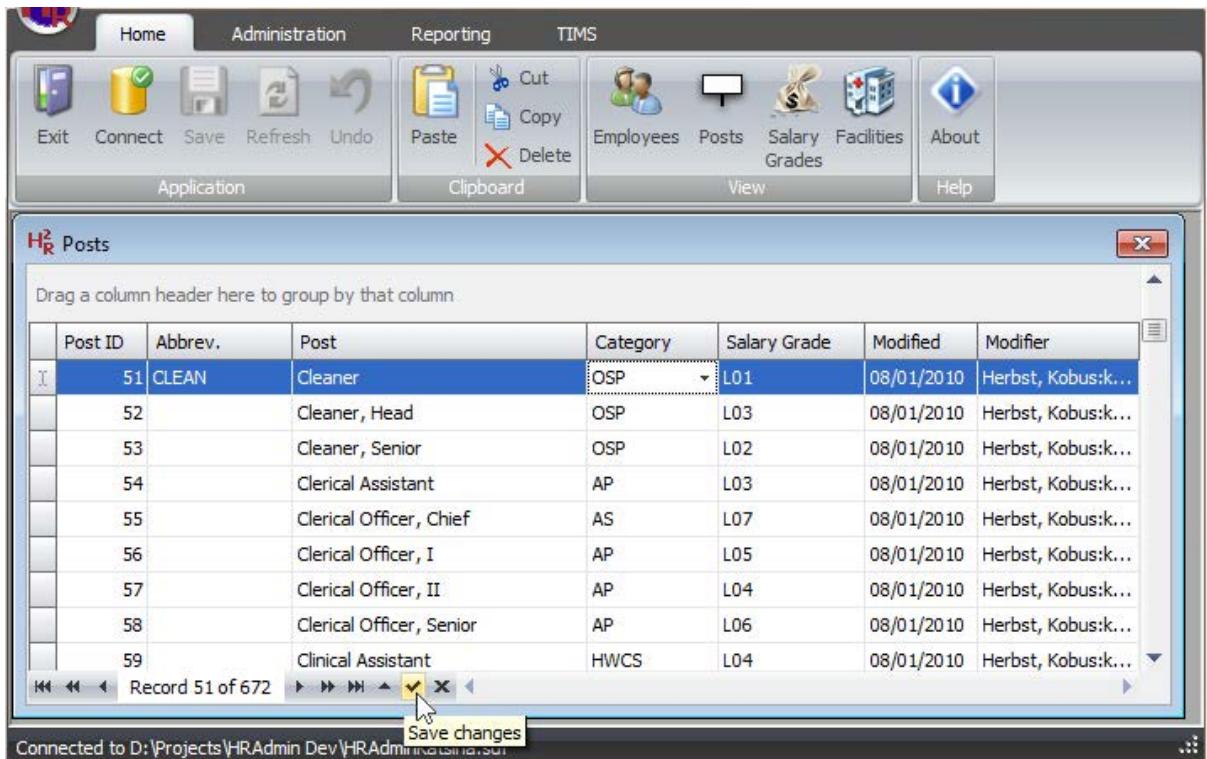
To select a new "Salary grade" for your cleaner follow the same method used in step 8 above. See screen clipping 7 below for my new "Salary grade"

Post...	Abbrev.	Post	Category	Salary Grade	Modified
0		Undefined	None	Unknown	2009/0
2	CLEAN	Cleaner	OSP	L02	2010/0
3		Cook	OSP	L01	2010/0

Screen clipping 7: Step 9 Editing Posts

Step 10:

Once you are happy and all editing is done, you have to click on the "Save changes" tick at the bottom of the screen. See screen clipping.



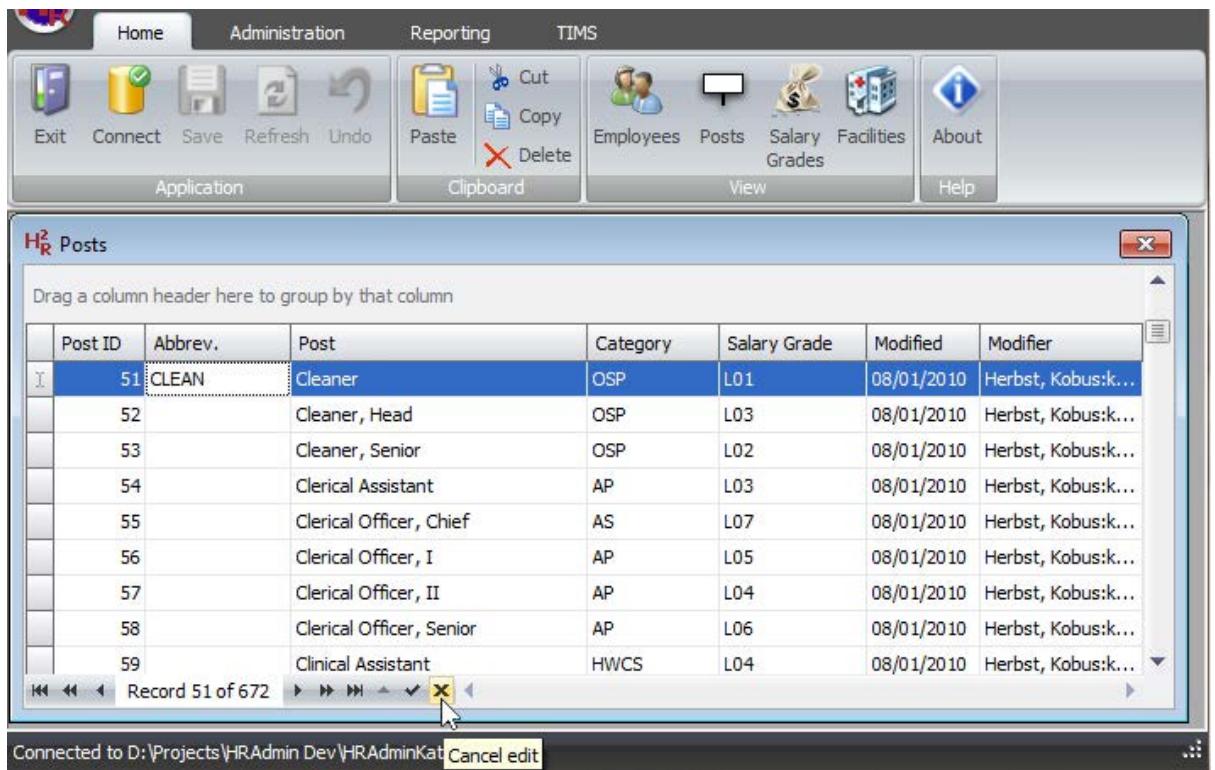
Screen clipping 8: Step 10 Editing Posts

Step 11:

If you are unhappy with your editing and would like to cancel it, hold your mouse over the "Cancel edit" cross at the bottom of the screen and left click it once with a single left click of your mouse. See screen clipping 9 below.

Step 12:

When you have completed all the editing in "Posts", hold your mouse over the X at the top right corner of the menu window and click it once with a single left click of the mouse. See screen clipping 9 below for the location of the X marked in red.

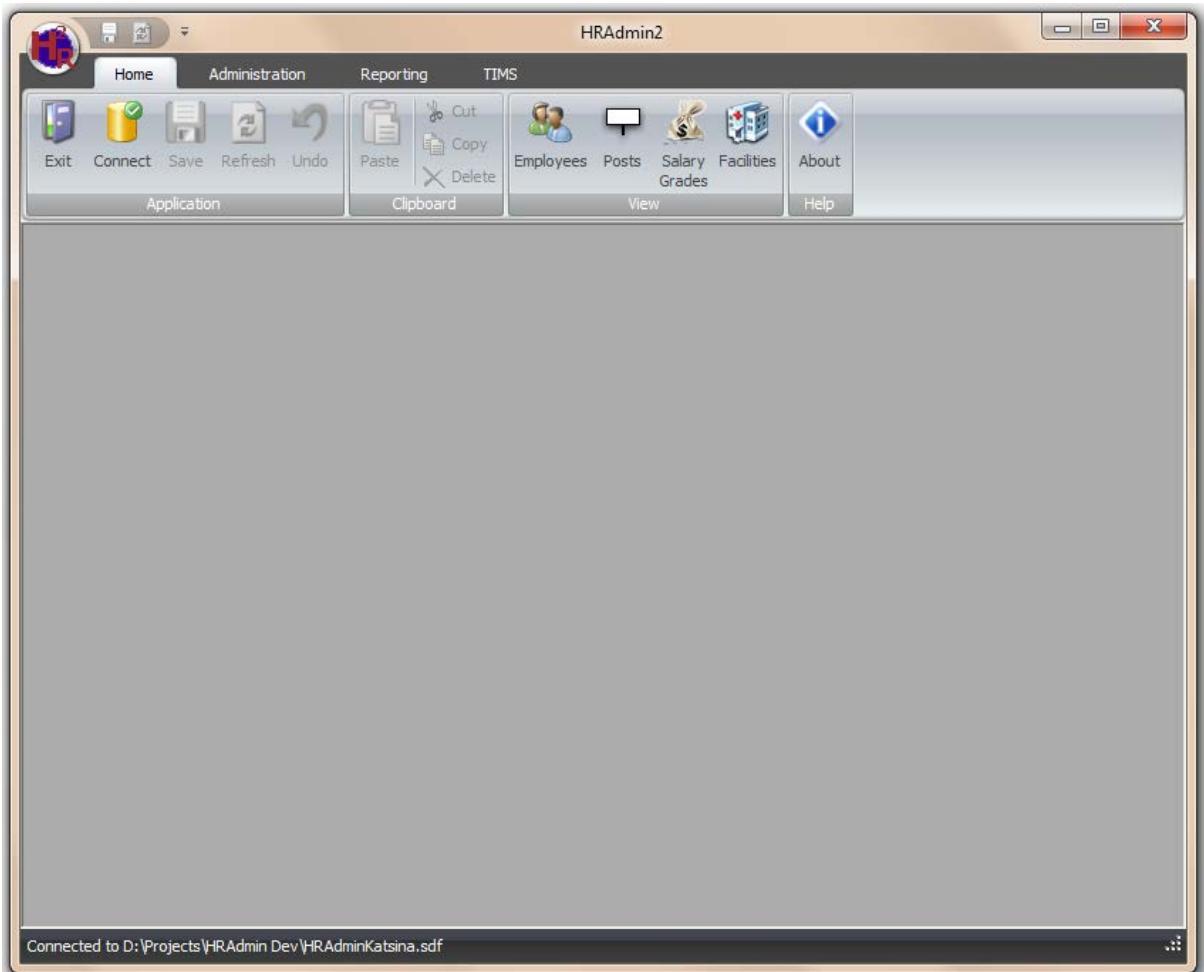


Screen clipping 9: Step 11 Editing Posts

9. Editing Salary grades

Step 1:

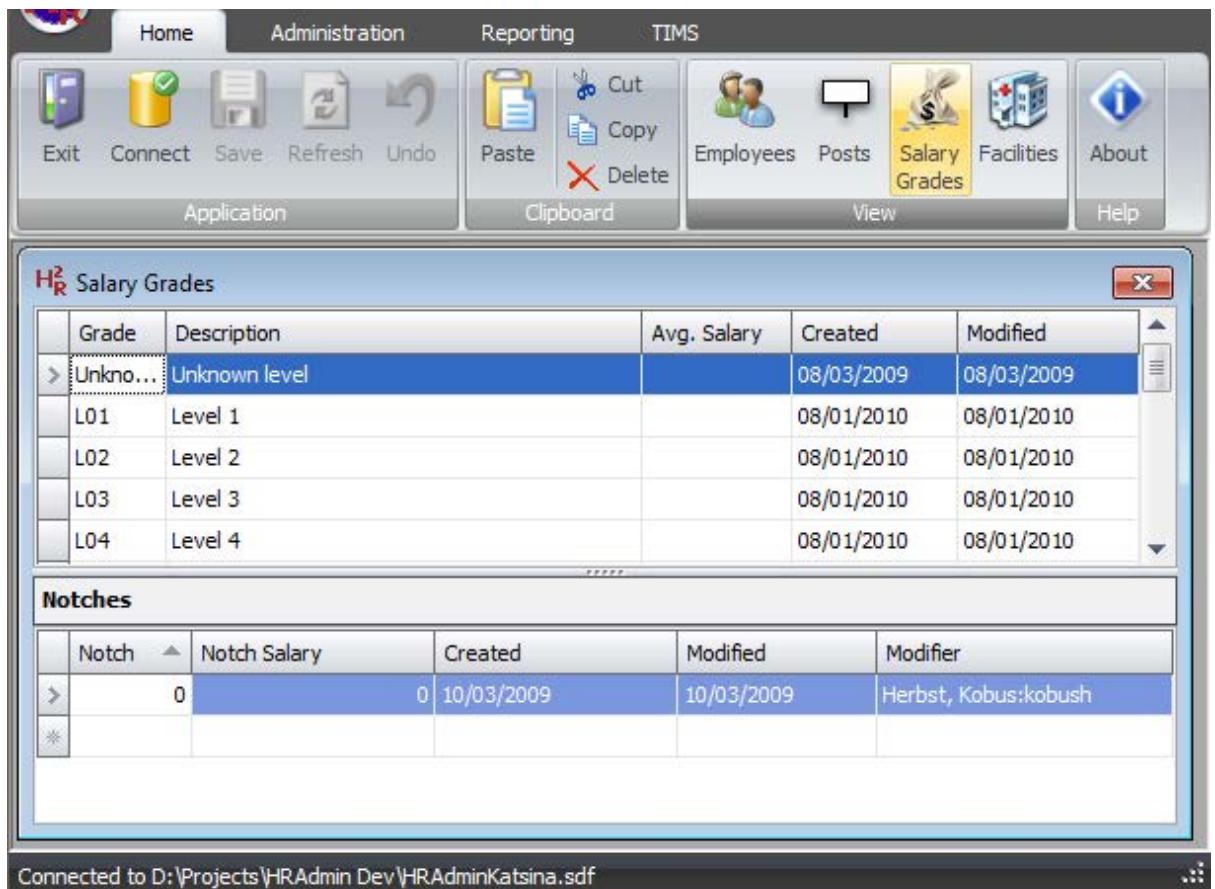
To edit a "Salary Grade" we have to start by looking at our main window. See screen clipping 1 below.



Screen clipping 1: Step 1 Editing salary grades

Step 2:

Hold your mouse cursor over the "Salary grades" icon in the "View" console and click on it once with a single left mouse click. A window with a list of salary grades will appear. See screen clipping 2 below.



Screen clipping 2: Step 2 Editing Salary grades

Step 3:

To edit the Level 1 salary grade, hold your mouse cursor over "Level 1" in the "Description" column and left click it once with a single left click of your mouse. The whole "Level 1" line will now be highlighted in blue. Notice that level 1 has salary notches in the window at the bottom. See screen clipping 3 below.

The screenshot shows the HRAdmin 2 software interface. At the top is a menu bar with tabs: Home, Administration, Reporting, and TIMS. Below the menu are several icons: Exit, Connect, Save, Refresh, Undo, Paste, Cut, Copy, Delete, Employees, Posts, Salary Grades, Facilities, and About. The main window title is "H²R Salary Grades". The "Salary Grades" table has columns: Grade, Description, Avg. Salary, Created, and Modified. It contains five rows: "Unkno...", "L01 Level 1", "L02 Level 2", "L03 Level 3", and "L04 Level 4". The "Level 1" row is selected and highlighted in blue. Below the table is a section titled "Notches" with a table having columns: Notch, Notch Salary, Created, Modified, and Modifier. It lists seven notches from 1 to 7, each associated with a salary value and the date 08/01/2010, and the modifier "Herbst, Kobus:kobush".

Grade	Description	Avg. Salary	Created	Modified
Unkno...	Unknown level		08/03/2009	08/03/2009
L01	Level 1		08/01/2010	08/01/2010
L02	Level 2		08/01/2010	08/01/2010
L03	Level 3		08/01/2010	08/01/2010
L04	Level 4		08/01/2010	08/01/2010

Notch	Notch Salary	Created	Modified	Modifier
1	108 465	08/01/2010	08/01/2010	Herbst, Kobus:kobush
2	110 821	08/01/2010	08/01/2010	Herbst, Kobus:kobush
3	113 179	08/01/2010	08/01/2010	Herbst, Kobus:kobush
4	115 535	08/01/2010	08/01/2010	Herbst, Kobus:kobush
5	117 891	08/01/2010	08/01/2010	Herbst, Kobus:kobush
6	120 249	08/01/2010	08/01/2010	Herbst, Kobus:kobush
7	122 606	08/01/2010	08/01/2010	Herbst, Kobus:kobush

Screen clipping 3: Step 3 Editing Salary grades

Step 4:

If you wish to edit the term "Level 1" you may delete the name by clicking on the backspace button on your keyboard and typing a new title. You may also edit the "Grade" to a title that you have selected yourself. To edit the "Grade" title hold your mouse over "L01" in the "Grade" column and click it once with a single left click of your mouse. See screen clipping 4 below where I have edited the titles of both the "Grade" and the "description".

Grade	Description	Avg. Salary	Created	Modified
Unkno...	Unknown level		08/03/2009	08/03/2009
L01 edit	Level 1 edited		08/01/2010	08/01/2010
L02	Level 2		08/01/2010	08/01/2010
L03	Level 3		08/01/2010	08/01/2010
L04	Level 4		08/01/2010	08/01/2010

Notch	Notch Salary	Created	Modified	Modifier
>	1	108 465	08/01/2010	Herbst, Kobus:kobush

Screen clipping 4: Step 4 Editing Salary grades

Step 5:

We cannot edit the "Notch" title but we can edit the salary amount for the notches. To change the salary amount hold your mouse cursor over the monetary amount in the "Notch salary" column and left click it once with a single left click of your mouse. The whole line will now be highlighted in blue and your cursor will be flashing next to the amount 120876.36. You may now edit this amount appropriately to whatever you chose and press "Enter" on your keyboard once you have completed the edit. See screen clipping 5 below for the edit that I have made.

The screenshot shows the HRAdmin 2 software interface. The top menu bar includes Home, Administration, Reporting, and TIMS. Below the menu is a toolbar with icons for Exit, Connect, Save, Refresh, Undo, Paste, Cut, Copy, Delete, Employees, Posts, Salary Grades, Facilities, and Help. The main window displays two tables: 'Salary Grades' and 'Notches'.

Salary Grades Table:

Grade	Description	Avg. Salary	Created	Modified
Unkno...	Unknown level		08/03/2009	08/03/2009
L01 edit	Level 1 edited		08/01/2010	08/01/2010
L02	Level 2		08/01/2010	08/01/2010
L03	Level 3		08/01/2010	08/01/2010
L04	Level 4		08/01/2010	08/01/2010

Notches Table:

Notch	Notch Salary	Created	Modified	Modifier
1	12 087 600 600	08/01/2010	08/01/2010	Herbst, Kobus:kobush
2	110 821	08/01/2010	08/01/2010	Herbst, Kobus:kobush
3	113 179	08/01/2010	08/01/2010	Herbst, Kobus:kobush
4	115 535	08/01/2010	08/01/2010	Herbst, Kobus:kobush
5	117 891	08/01/2010	08/01/2010	Herbst, Kobus:kobush
6	120 249	08/01/2010	08/01/2010	Herbst, Kobus:kobush
7	122 606	08/01/2010	08/01/2010	Herbst, Kobus:kobush

Screen clipping 5: Step 5 Editing Salary grades

Step 6:

You may also add more notches to the list. To do so scroll to the bottom of the notch list. See screen clipping 6 below to see what the bottom of the screen looks like.

The screenshot shows the HRAdmin 2 software interface. At the top is a menu bar with 'Home', 'Administration', and 'Reporting'. Below the menu is a toolbar with icons for 'Exit', 'Connect', 'Save', 'Refresh', 'Undo', 'Paste', 'Cut', 'Copy', 'Delete', 'Employees', 'Posts', 'Salary Grades', 'Career Items', and 'Facilities View'. The main area has two tables. The first table, titled 'Salary Grades', lists salary levels L01 through L06. The second table, titled 'Notches', lists salary notches from 14 to 17. Both tables include columns for Grade/Notch number, Description/Name, Average Salary, Creation date, and Modification date.

Grade	Description	Avg. Salary	Created	Modified
Unkno...	Unknown level		2009/03/08	2009/03/08
L01 edit	Level 1 edited		2010/01/24	2010/01/24
L02	Level 2		2010/01/24	2010/01/24
L03	Level 3		2010/01/24	2010/01/24
L04	Level 4		2010/01/24	2010/01/24
L05	Level 5		2010/01/24	2010/01/24
L06	Level 6		2010/01/24	2010/01/24

No...	Notch Salary	Created	Modified	Modifier
14	158,565	2010/01/24	2010/01/24	Herbst, Kobus:kobush
15	161,465	2010/01/24	2010/01/24	Herbst, Kobus:kobush
16	181,000	2010/07/25	2010/07/25	Siebert, Michael:michael
17	191,000	2010/07/25	2010/07/25	Siebert, Michael:michael

Screen clipping 6: Step 6 Editing Salary grades

Step 7:

To add another salary notch, hold your mouse over the blank cell underneath the cell containing 17 and left click it once with a single left click of your mouse. A new line will now appear and be automatically highlighted in blue. See screen clipping 7 below. The cursor will be flashing in the "Notch" column underneath 17, so you have to type 18 to start the new notch level and press your "Enter" button on your keyboard. The number 18 will now appear in the new line and your cursor will jump to the "Notch salary" column. You now have to type the appropriate monetary value for the notch in this column and press "Enter" on your keyboard when done to complete the new notch. See screen clipping 8 below.

HRAdmin 2 – User Manual

This screenshot shows the HRAdmin 2 interface. At the top, there is a table with salary grades:

L04	Level 4		2010/01/24	2010/01/24
L05	Level 5		2010/01/24	2010/01/24
L06	Level 6		2010/01/24	2010/01/24
...				

Below this is a section titled "Notches" containing a table:

No...	Notch Salary	Created	Modified	Modifier
14	158,565	2010/01/24	2010/01/24	Herbst, Kobus:kobush
15	161,465	2010/01/24	2010/01/24	Herbst, Kobus:kobush
16	181,000	2010/07/25	2010/07/25	Siebert, Michael:michael
17	191,000	2010/07/25	2010/07/25	Siebert, Michael:michael
>				

Screen clipping 7: Step 7 Editing Salary grades

This screenshot shows the HRAdmin 2 interface. At the top, there is a table with salary grades:

Unkno...	Unknown level		2009/03/08	2009/03/08
L01 edit	Level 1 edited		2010/01/24	2010/01/24
L02	Level 2		2010/01/24	2010/01/24
L03	Level 3		2010/01/24	2010/01/24
L04	Level 4		2010/01/24	2010/01/24
L05	Level 5		2010/01/24	2010/01/24
L06	Level 6		2010/01/24	2010/01/24
...				

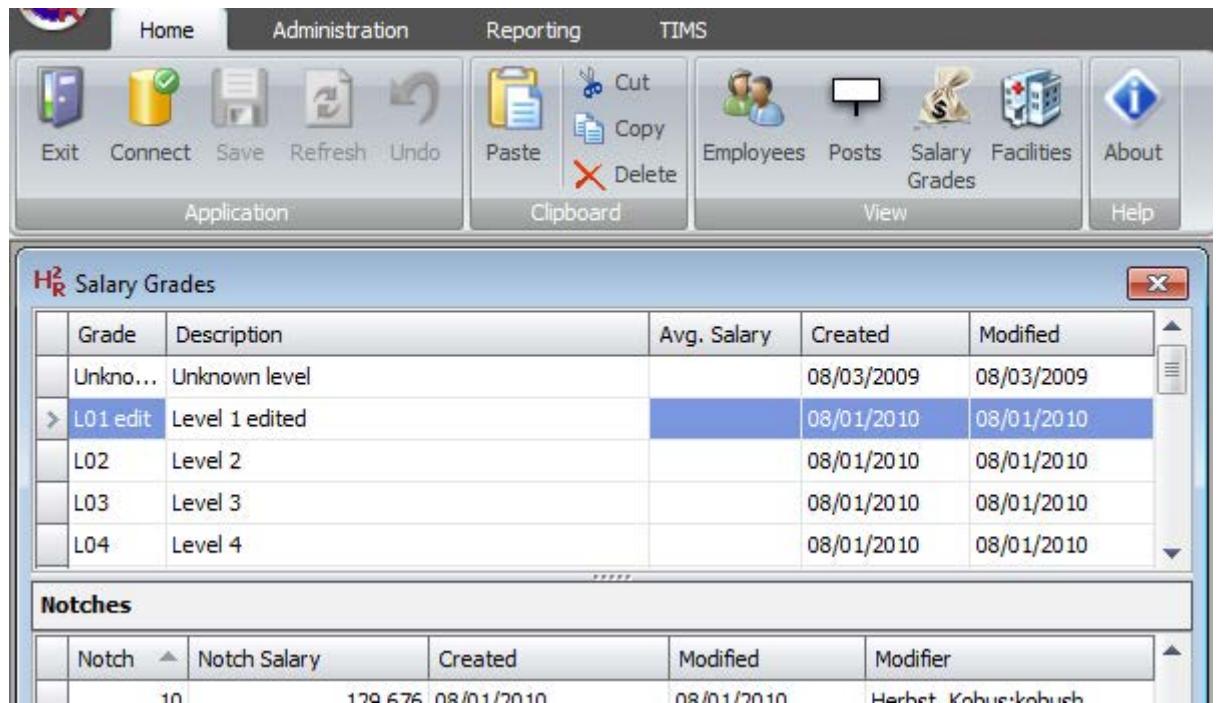
Below this is a section titled "Notches" containing a table:

No...	Notch Salary	Created	Modified	Modifier
15	161,465	2010/01/24	2010/01/24	Herbst, Kobus:kobush
16	181,000	2010/07/25	2010/07/25	Siebert, Michael:michael
17	191,000	2010/07/25	2010/07/25	Siebert, Michael:michael
18	201,000	2010/07/25	2010/07/25	Siebert, Michael:michael
>				

Screen clipping 8: Step 7 Editing Salary grades

Step 8:

When you have completed all the editing in "Salary grades", hold your mouse over the X at the top right corner of the menu window and click it once with a single left click of the mouse. See screen clipping 9 below for the location of the X.

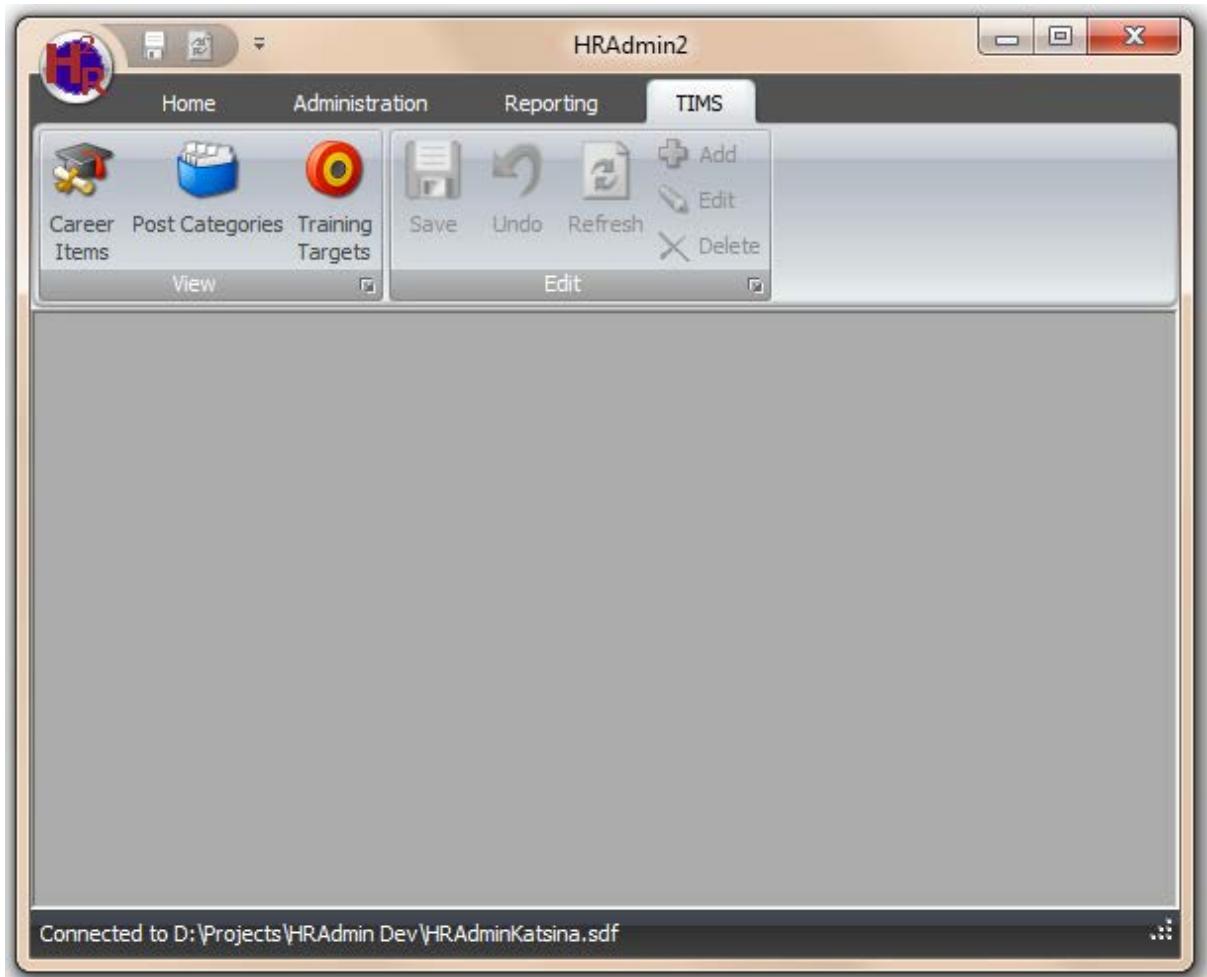


Screen clipping 9: Step 8 Editing Salary grades

10. Editing Career items

Step 1:

To edit the "Career Item" we have to start by looking at our main window. Make sure the "TIMS" tab is selected by clicking it once with a single left click of the mouse. See screen clipping 1 below.



Screen clipping 1: Step 1 Editing Career items

Step 2:

Hold your mouse cursor over the "Career Items" icon in the "View" console and click on it once with a single left mouse click. A window with a list of career items will appear. See screen clipping 2 below.

ID	Item	Description	Duration	Duration Unit	Levels
1001	BEd (Nursing)	BEd (Nursing)			
1002	BEd (Unspecified)	BEd (Unspecified)			
1003	BA (Accountancy)	BA (Accountancy)			
1004	BA (Health Education & Pr...	BA (Health Education & Promotion)			
1005	BA (Microbiology)	BA (Microbiology)			
1006	BA (Nursing)	BA (Nursing)			
1007	BA (Theatre Nursing)	BA (Theatre Nursing)			
1008	BA (Unspecified)	BA (Unspecified)			
1009	BSc (Accountancy)	BSc (Accountancy)			
1010	BSc (Community Health)	BSc (Community Health)			
1011	BSc (Environmental Health)	BSc (Environmental Health)			
1012	BSc (Laboratory Technology)	BSc (Laboratory Technology)			

Screen clipping 2: Step 2 Editing Career Items

Step 3:

Take note that there are 4 different "Career Items" that we may choose and edit. For this manual we will only be editing 1 career item as they are all edited on the same technique. The 4 different career items are; Qualification, Course, Skill and Training. When we click on the "Career items" icon the menu will automatically open on the "Qualification" career item. To change this to another career item, hold you mouse over the black triangle pointing downwards on the right hand side of the "Qualification" title and click on it once with a single left click of the mouse. See screen clipping 3 below for its location. Once the window is open displaying the 4 different career items, move your mouse down to your career item you wish to edit and select it by click on it with a single left click of the mouse.

HRAdmin 2 – User Manual

The screenshot shows the HRAdmin 2 interface with the 'Career Items' module selected. At the top, there's a toolbar with icons for Home, Administration, Reporting, and TIMS, along with buttons for Save, Undo, Refresh, Add, Edit, and Delete. Below the toolbar is a table titled 'H²R Career Items'. The first column is labeled 'Id' and 'Item'. A dropdown menu is open over the 'Item' column for the row with Id 1001, which currently displays 'BED (Nursing)'. The dropdown menu contains four options: 'Qualification', 'Course', 'Skill', and 'Training'. The 'Qualification' option is highlighted. The table also contains other rows with items like 'BA (Accountancy)', 'BA (Health Education & Pr...', and 'BA (Microbiology)'.

Id	Item	Description
1001	BED (Nursing)	
1002	BED (Unspecified)	
1003	BA (Accountancy)	BA (Accountancy)
1004	BA (Health Education & Pr...)	BA (Health Education & Promotion)
1005	BA (Microbiology)	BA (Microbiology)

Screen clipping 3: Step 3 Editing Career items

Step 4:

The first item that we can edit is the certification type in the "Item" column by holding our mouse over the current name and clicking on it once with a single left click of our mouse. The whole line will now be highlighted blue with our cursor flashing next to the current certification. We may now proceed and edit appropriately and press "Enter" once complete. See screen clipping 4 below.

This screenshot shows the same 'H²R Career Items' screen as the previous one, but the 'Item' column for the row with Id 1003 is being edited. The original value 'BA (Accountancy)' has been partially replaced by 'BA (Accountancy) test', with the cursor positioned at the end of 'Accountancy'. The rest of the table and the interface remain the same.

Id	Item	Description
1003	BA (Accountancy) test	BA (Accountancy)
1119	BA (Computer Technology)	BA (Computer Technology)
1004	BA (Health Education & Promotion)	BA (Health Education & Promotion)
1005	BA (Microbiology)	BA (Microbiology)
1006	BA (Nursing)	BA (Nursing)

Screen clipping 4: Step 4 Editing Career items

Step 5:

We can also edit the "Description" by holding our mouse over the current description of the current title and clicking on it once with a single left click of our mouse. Our cursor will now flash in this column and we may start editing this title, once done press "Enter" on our keyboard. See screen clipping 5 below.

ID	Item	Description
1003	BA (Accountancy) test	BA (Accountancy) Test
1119	BA (Computer Technology)	BA (Computer Technology)
1004	BA (Health Education & Promotion)	BA (Health Education & Promotion)
1005	BA (Microbiology)	BA (Microbiology)
1006	BA (Nursing)	BA (Nursing)

Screen clipping 5: Step 5 Editing Career items

Step 6:

We can now also edit the "Duration" by holding our mouse over the current duration and clicking on it once with a single left click of our mouse. Our cursor will now flash in this column and we may start editing this number. There are 2 ways to edit the "Duration". We may either press "Backspace" on our keyboard and clear the current duration and press a new duration number into this column or we can simply press on the black triangles point up or down and select a new duration number. Once done press "Enter" on our keyboard. See screen clipping 6 below.

ID	Item	Description	Duration	Dur
1003	BA (Accountancy) test	BA (Accountancy) Test	2.	years
1119	BA (Computer Technology)	BA (Computer Technology)		
1004	BA (Health Education & Promotion)	BA (Health Education & Promotion)		
1005	BA (Microbiology)	BA (Microbiology)		

Screen clipping 6: Step 6 Editing Career items

Step 7:

We can now also edit the "Duration unit" by holding our mouse over the current duration unit and clicking on it once with a single left click of our mouse. A menu will appear with 4 units listed; Year, Month, Week, Day. Select one by holding your mouse over the title and clicking on it once with a single left click of your mouse. See screen clipping 7 below.

ID	Item	Description	Duration	Duration ...
1003	BA (Accountancy) test	BA (Accountancy) Test	2	month
1119	BA (Computer Technology)	BA (Computer Technology)		
1004	BA (Health Education & Promotion)	BA (Health Education & Promotion)		
1005	BA (Microbiology)	BA (Microbiology)		

Screen clipping 7: Step 7 Editing Career items

Step 8:

We can now also edit the "Levels" by holding our mouse over the current level and clicking on it once with a single left click of our mouse. A menu will appear with 5 Levels listed; Select all, Abroad, Federal, State and Local. Select one by holding your mouse over the title and clicking on it once with a single left click of your mouse. To complete the process click on the "Ok" button at the bottom of the menu with a single left click of your mouse. See screen clipping 8 & 9 below.

ID	Item	Description	Duration	Duration Unit	Levels
1003	BA (Accountancy) test	BA (Accountancy) Test	2	month	Federal
1119	BA (Computer Technology)	BA (Computer Technology)			
1004	BA (Health Education & Promotion)	BA (Health Education & Promotion)			
1005	BA (Microbiology)	BA (Microbiology)			
1006	BA (Nursing)	BA (Nursing)			
1122	BA (Public Administration)	BA (Public Administration)			
1007	BA (Theatre Nursing)	BA (Theatre Nursing)			

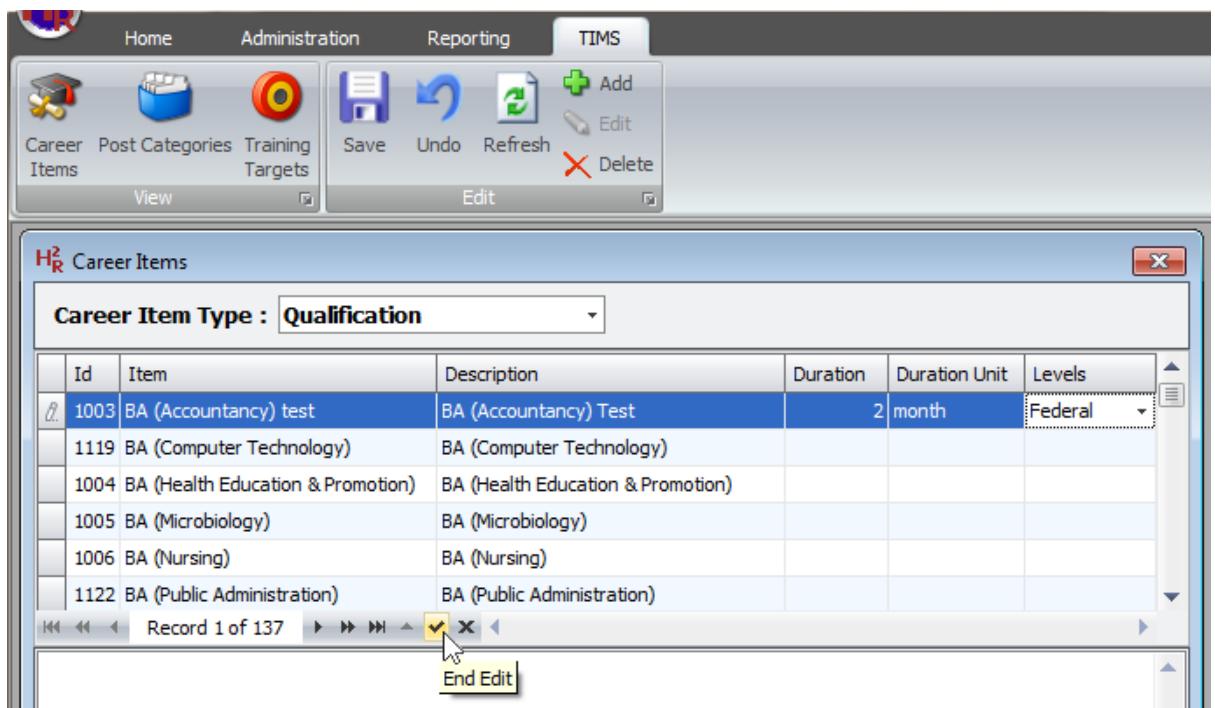
Screen clipping 8: Step 8 Editing Career items

ID	Item	Description	Duration	Duration Unit	Levels
1003	BA (Accountancy) test	BA (Accountancy) Test	2	month	Federal
1119	BA (Computer Technology)	BA (Computer Technology)			

Screen clipping 9: Step 8 Editing Career items

Step 9:

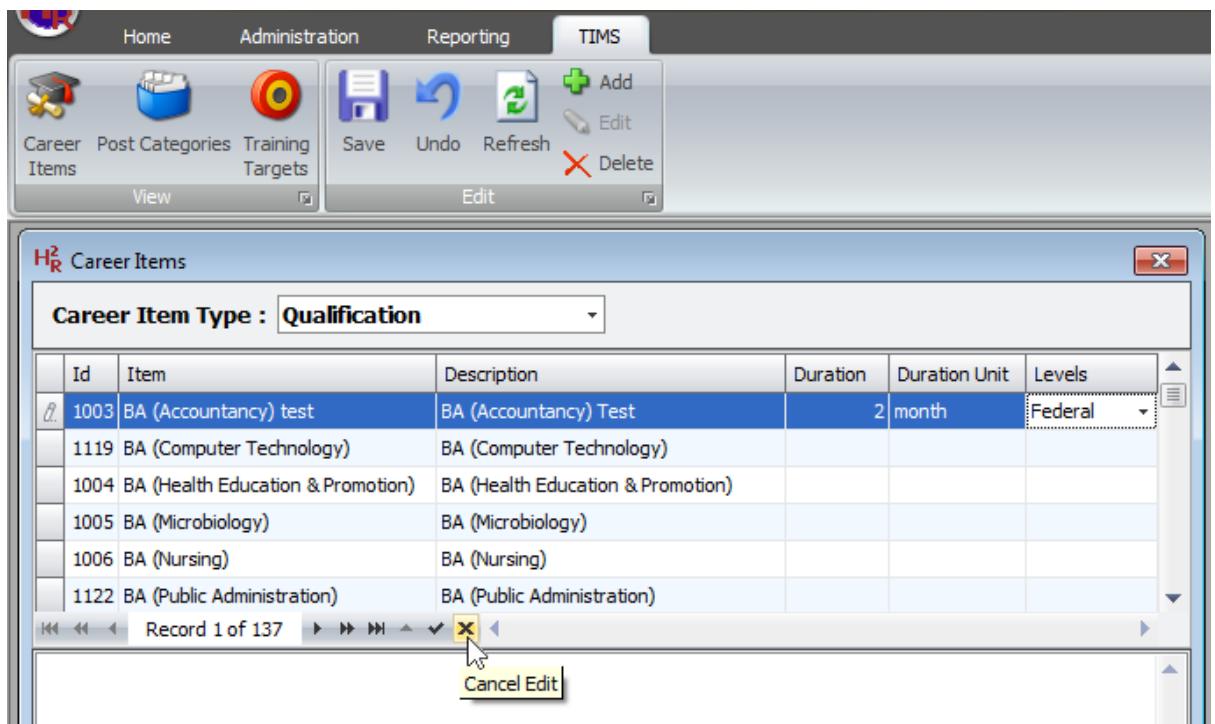
Once you have finished editing the qualification you may select the "End edit" tick at the bottom of the screen by left clicking it once with a single left click of your mouse. See screen clipping 10 below.



Screen clipping 10: Step 9 Editing Career items

Step 10:

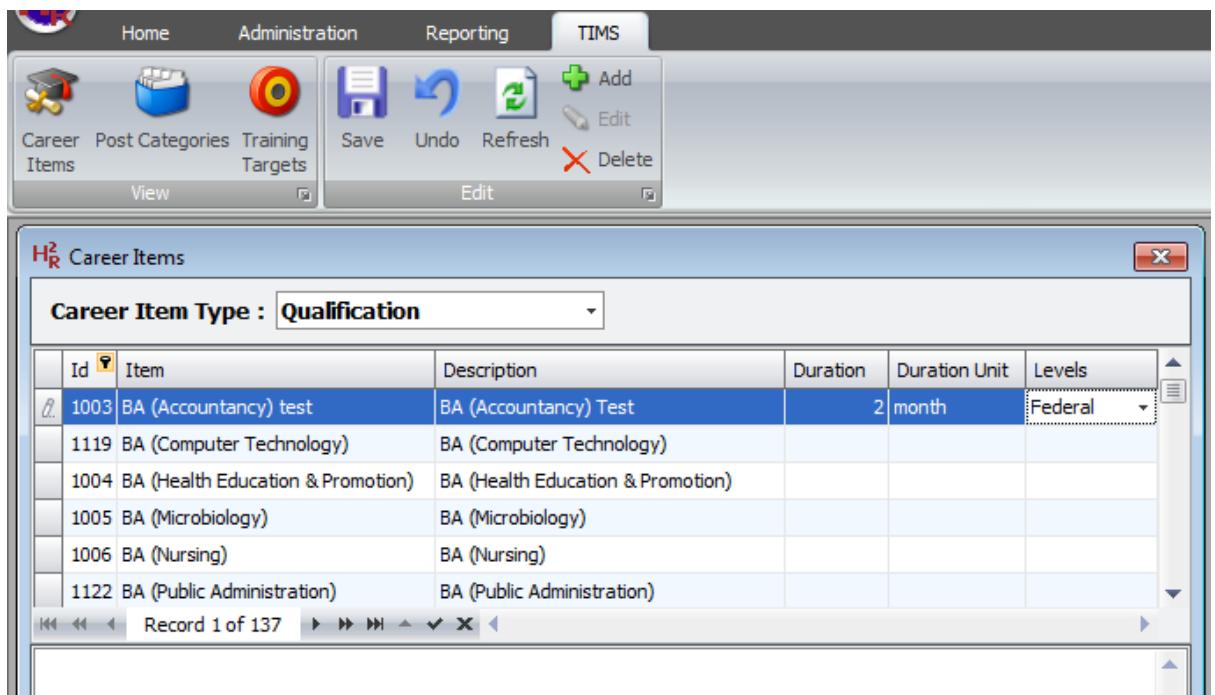
If you are unhappy with your editing and would like to cancel it, hold your mouse over the "Cancel edit" cross at the bottom of the screen and left click it once with a single left click of your mouse. See screen clipping 11 below.



Screen clipping 11: Step 10 Editing Career items

Step 11:

When you have completed all the editing in "Qualifications", hold your mouse over the X at the top right corner of the menu window and click it once with a single left click of the mouse. See screen clipping 12 below for the location of the X.

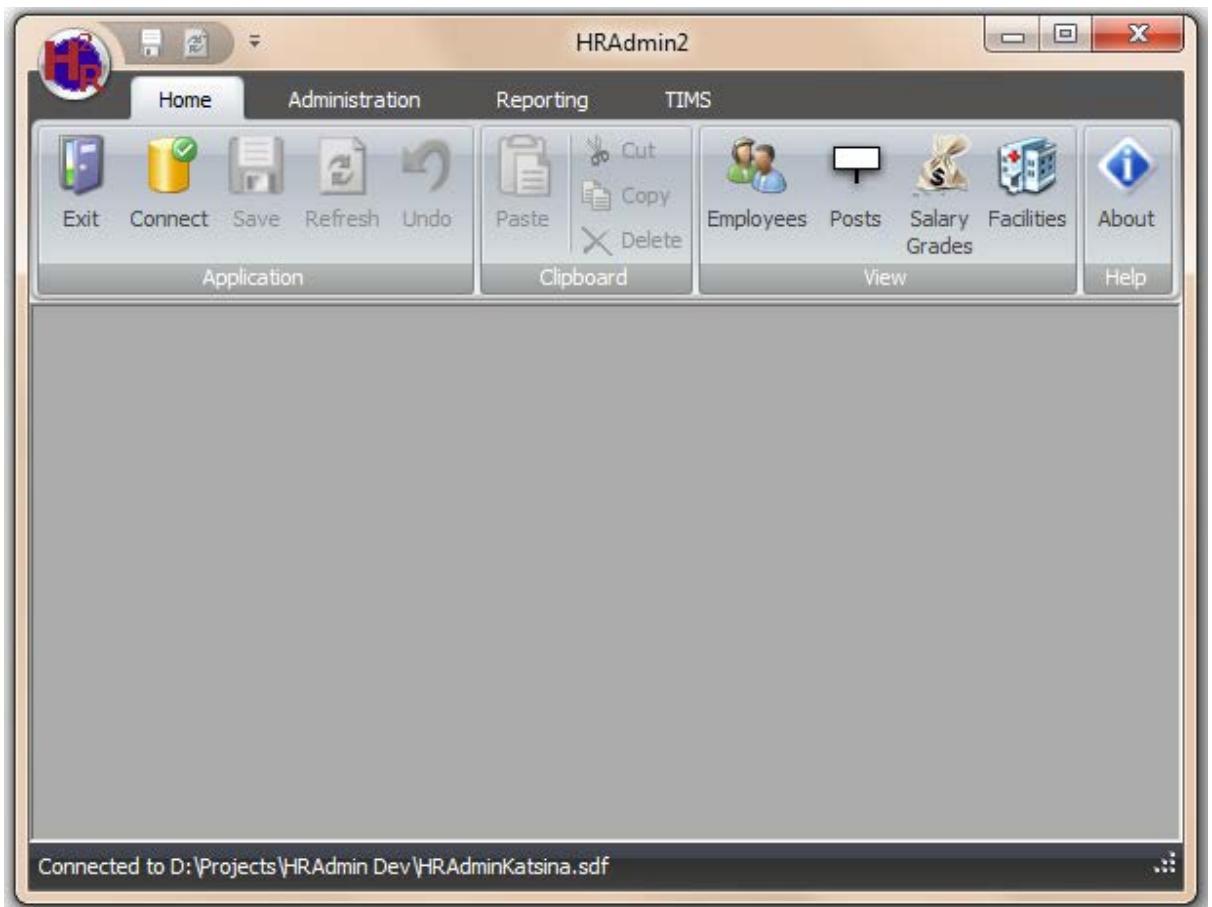


Screen clipping 12: Step 11 Editing Career items

11. Closing the HRAdmin database application

Step 1:

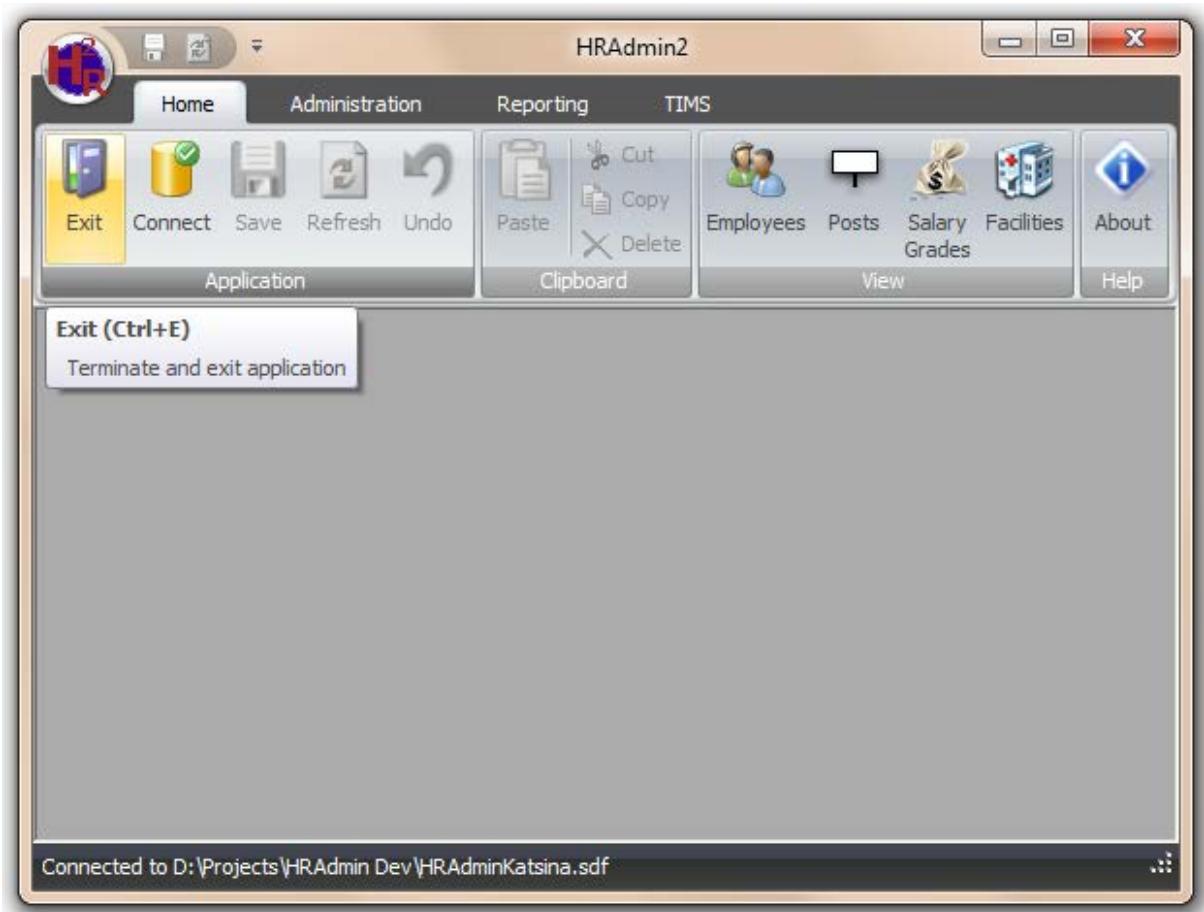
Once we have finished working and wish to close the HRAdmin database application, ensure that all windows are closed in the appropriate manner. Before terminating the application ensure that you have the general screen in front of you. See screen clipping 1 below.



Screen clipping 1: Step 1 Closing the HRAdmin database application

Step 2:

Hold your mouse over the "Exit" icon in the "Application" console and left click it once with a single left click of your mouse and the HRAdmin database application will now close. See screen clipping 2 below.



Screen clipping 2: Step 2 Closing the HRAdmin database application

12. Documents and Data Forms

Look in the Documentation folder on the installation CD for the files mentioned below.

- Print copies of the "Employee Profile Master.pdf".

This is used for New Employees and must be filled out so that the appropriate data can be captured on the HRIS system.

- Print Copies of the "Monthly HRIS Data Sheet.pdf"

This must be filled in each and every month so that the HRIS system can be updated.

HRAdmin2 User Manual

This manual helps you to get the most out of the HRAdmin software and will show you how to manage your human resources actively and report accurately.

HRAdmin is designed to:

- assist the Ministry of Health to manage daily HR affairs, such as staff movements, appointments, staff distribution and training & development
- capture details of employee movements and deliver accurate status reports to managers on all areas of HR management
- work with HRPlanner (used as part of the Minimum Service Package tool) and financial systems to ensure that transitions to new systems happen quickly and seamlessly.

The HRAdmin reporting system is flexible, enabling the generation of unique reports. It can be used at facility level, feeding into a main database at the Ministry of Health.

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